

City of Carrollton

1945 E. Jackson Road
Carrollton, TX 75006



REGULAR WORKSESSION & MEETING

Tuesday, December 2, 2025

5:45 PM

CITY HALL, 2nd Floor

City Council

Mayor Steve Babick
Mayor Pro Tem Christopher Axberg
Deputy Mayor Pro Tem Daisy Palomo
Councilmember Jason Carpenter
Councilmember Richard Fleming
Councilmember Andrew Palacios
Councilmember Nancy Cline
Councilmember Rowena Watters

*****PRE-MEETING / EXECUTIVE SESSION*******5:45 P.M. – COUNCIL BRIEFING ROOM**

1. Receive **information and discuss Agenda.**
2. Council will convene in Executive Session pursuant to Texas Government Code:
 - **Section 551.071** for private consultation with the City Attorney to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the City Attorney has a duty to the governmental body under the Texas Disciplinary Rules of Professional Conduct regarding confidential communication with the City Council.
3. Council will reconvene in open session to consider action, if any, on matters discussed in the Executive Session.

*****WORKSESSION*****

4. Discuss **The Utility Fund, Water And Wastewater Rates.**
5. Discuss **2026 Bond Referendum.**
6. **Mayor And Council Reports And Information Sharing.**

*****REGULAR MEETING 7:00 PM*****

INVOCATION - Councilmember Rowena Watters

PLEDGE OF ALLEGIANCE - Councilmember Richard Fleming

PRESENTATIONS

7. Presentation Of **ISO 1 Property Protection Classification To Carrollton Fire Rescue By The Texas State Fire Marshal's Office And Insurance Service Office.**
8. Present **Certificates To The 2025 Environmental Leadership Recognition Recipients And To The 2025 Environmental Distinction Award Recipients.**

CITIZEN COMMENT

9. **Citizen Comment is the opportunity for citizens/visitors to speak on items listed on the posted meeting agenda. Citizens/visitors wishing to address the Council regarding items not on the posted meeting agenda will have the opportunity to speak during the Public Forum.**

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and city of residence prior to beginning your remarks; Speakers will be allowed up to 3 minutes for testimony; Speakers making loud, abusive, personal, defamatory, impertinent, profane, threatening, or impertinent remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, booing, and similar demonstrations will not be permitted; No placards, banners, or signs will be permitted in the Chambers or in any other room in which the Council is meeting. Any person who does not comply with these provisions is subject to removal or forfeiting their right to attend a future meeting. In accordance with the Texas Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

CONSENT AGENDA

*(*All items marked with a single asterisk are part of the Consent Agenda and require no deliberation by the Council. Council may approve all items in this section with a single vote. Each Council member has the prerogative of removing an item from this section so that it may be considered separately. Contracts and agreements are available upon request.)*

MINUTES

- *10. Consider Approval Of The September 9, 2025 City Council Regular Meeting Minutes.

BIDS & PURCHASES

- *11. Consider Approval Of The Purchase Of A New SWAT Vehicle And Accessories From Lenco Industries, Inc. Through A US General Services Administration (GSA) Purchasing Contract In An Amount Not To Exceed \$365,000.00.

CONTRACTS & AGREEMENTS

- *12. Consider Authorizing The City Manager To Enter Into Agreements With Various Furniture Vendors Through Interlocal Cooperative Agreements With Collin County Governmental Purchaser's Forum And Collin County College In An Amount Not To Exceed \$730,000.00 For Fiscal Year 2026.

- *13.** Consider Authorizing The City Manager To Enter Into An Agreement With Samsara, Inc. Through An Interlocal With Sourcewell Purchasing Cooperative For Vehicle Cameras In An Amount Not To Exceed \$96,660.74 Annually, For A Total Three-Year Contract Amount Not To Exceed \$289,982.22.
- *14.** Consider Authorizing The City Manager To Enter Into An Agreement With Cigna Health and Life Insurance Company Pursuant To RFP 25-056 For Stop Loss Insurance In An Amount Not To Exceed \$1,293,855.00.
- *15.** Consider Authorizing the City Manager To Enter Into An Agreement With Mcliff Coffee & Vending Pursuant to RFP 25-033 For Case or Bulk Beverage And Food Supply and Vending Machine Services In An Amount Not To Exceed \$12,000.00 Annually, For A Five-Year Contract Amount Not To Exceed \$60,000.00.
- *16.** Consider Authorizing The City Manager To Enter Into An Agreement With BCAC Underground LLC Pursuant To BID #26-006 For Sanitary Sewer Cleaning - Trunk Interceptors In An Amount Not To Exceed \$137,000.00 Annually, For A Total Three-Year Contract Amount Not To Exceed \$411,000.00.

ORDINANCES

- *17.** Consider An Ordinance Amending Chapter 31, The Comprehensive Fee Schedule.
- *18.** Consider An Ordinance Adopting Additional Amendments To The 2024 International Construction Codes.
- *19.** Consider An Ordinance Amending Title IX, Chapter 97. - Hotel, Short-Term Rental, and Bed & Breakfast Code Relating To Licensing and Regulations of Hotels, Short-Term Rentals, and Bed & Breakfasts And Establishing A Penalty.
- *20.** Consider An Ordinance Repealing Ordinance No. 4255, Relating To Temporary Short-Term Rental And Bed And Breakfast Permits During Interim Prohibition.
- *21.** Consider An Ordinance Amending Title V, Chapter 56, Cross Connection Control And Prevention Of The Carrollton Code Of Ordinances.

RESOLUTIONS

- *22.** Consider A Resolution Authorizing A Third Extension To A Civil Service Employee's Injury Leave As It Pertains To Texas Local Government Code Chapter 143.073.
- *23.** Consider A Resolution Authorizing The City Manager To Amend The Design Services Contract With HUITT-ZOLLARS, INC. For The Proposed Design Changes For The Hebron Parkway (Hamilton to Meadow) Segment 2 Project in An Amount Not To Exceed \$88,880.00 For A Total Revised Contract Amount Not To Exceed \$2,385,010.00.

PUBLIC HEARING - INDIVIDUAL CONSIDERATION

- 24.** Hold A Public Hearing And Consider A Resolution To Adopt The Program Year 2024 Consolidated Annual Performance And Evaluation Report On The Use Of Community Development Block Grant Funds.
- 25.** Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Amend SUP-413 To Allow Modified Conceptual Plans On An Approximately 5.426-Acre Tract Zoned PD-189 For The (O-4) Office District And Located At 1401 East Trinity Mills Road; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2025-171 Trinity Mills OR Expansion.
- 26.** Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Establish A Special Use Permit To Allow An "Amusement Arcade (Excluding Adult Arcade)" Located At 4070 SH 121, Suite 312, And Zoned (PD 197) Planned Development For The (LR-2) Local Retail District; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2025-157 Claw Arcade.
- 27.** Hold A Public Hearing To Consider An Ordinance Amending The Zoning On An Approximately 14.32 Acre Tract Zoned PD-148 For The (HC) Heavy Commercial District And Generally Located On The Southeast Corner Of East Hebron Parkway And Marsh Lane To Repeal and Replace Ordinance No. 3911, Reestablishing Planned Development 148; To Change The Base Zoning On A Portion Of Said Tract From (HC) Heavy Commercial District To (MF-18) Multifamily Residential District, To Add Development Standards, And To Add Conceptual Plans; Amending The Official Zoning Map Accordingly. Case No. PLZ 2025-133 IBP 9.

28. Hold A Public Hearing To Consider An Ordinance Of The City Of Carrollton, Texas Amending Ordinance Number 1470, Otherwise Known As The Comprehensive Zoning Ordinance, By Amending Article V. Use Of Land And Structures, Section C. Use Matrix, By Modifying The Zoning Districts Short-Term Rental And Bed And Breakfast Uses May Operate By Right Or By Special Use Permit (SUP) And Repealing Section D. Interim Prohibition On Short-Term Rental And Bed And Breakfast Uses; Repeal And Reserve Article XXI. Special Use Permits, Section D. Special Conditions, 2. Subsection f. Hotel and Transient Lodging; And Amending Article XXXIV. Definitions, Section B. Terms And Definitions Relative To Short-Term Rentals And Bed And Breakfasts. Case No. PLZT 2025-170 CZO Text Amendments - STR and B&B Zoning Amendments.

PUBLIC FORUM

29. **Public Forum** is the opportunity for citizens/visitors to speak on items not listed on the posted meeting agenda. Citizens/visitors wishing to address the Council regarding items on the posted meeting agenda will have the opportunity to speak during the Citizen Comment.

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and city of residence prior to beginning your remarks; Speakers will be allowed up to 3 minutes for testimony; Speakers making loud, abusive, personal, defamatory, impertinent, profane, threatening, or impertinent remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, booing, and similar demonstrations will not be permitted; No placards, banners, or signs will be permitted in the Chambers or in any other room in which the Council is meeting. Any person who does not comply with these provisions is subject to removal or forfeiting their right to attend a future meeting. In accordance with the Texas Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

ADJOURNMENT

CERTIFICATE - I certify that the above agenda giving notice of meeting was posted on the bulletin board at the City Hall of Carrollton, Texas on the 24th day of November 2025 at 5:00pm.


Chloe Sawatzky, City Secretary

This building is wheelchair accessible. To request accommodations or sign language interpretive services, please contact the City Secretary's Office at least 72 hours in advance by email at citysecr@cityofcarrollton.com or by phone at 972-466-3001. The City of Carrollton provides opportunities and services without regard to race, color, age, national origin, religion, sex, or disability.

Pursuant to Section 551.071 of the Texas Government Code, the City Council reserves the right to consult in a closed meeting with its attorney and to receive legal advice regarding any item listed on this agenda. Further the Texas Open Meetings Act, codified in Chapter 551 of the Texas Government Code, does not require an agenda posting where there is a gathering of a quorum of the City Council at a regional, state or national convention or workshop, social function, convention, workshop, ceremonial event or press conference. The City Secretary's Office may post agendas for such events; however, there is no legal requirement to do so and in the event a notice is not posted for such functions, nothing shall preclude a quorum of the City Council from gathering as long as "deliberations" within the meaning of the Texas Open Meetings Act do not occur.

FIREARMS PROHIBITED at City Council meetings pursuant to Texas Penal Code Sections 46.035(c) and 30.05.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 2a

Agenda Date:

Version: 1

Status: Pre-meeting

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: 1.

Receive **information and discuss Agenda.**



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 5215

Agenda Date:

Version: 1

Status: Executive session

In Control: City Council

File Type: Procedural Item

Agenda Number: 2.

Council will convene in **Executive Session** pursuant to Texas Government Code:

- **Section 551.071** for private consultation with the City Attorney to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the City Attorney has a duty to the governmental body under the Texas Disciplinary Rules of Professional Conduct regarding confidential communication with the City Council.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 5218

Agenda Date:

Version: 1

Status: Executive session

In Control: City Council

File Type: Procedural Item

Agenda Number: 3.

Council will reconvene in open session to consider action, if any, on matters discussed in the Executive Session.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7467

Agenda Date: 12/2/2025

Version: 1

Status: Work Session

In Control: City Council

File Type: Work Session Item

Agenda Number: 4.

CC MEETING: December 2, 2025

DATE: November 12, 2025

TO: Erin Rinehart, City Manager

FROM: Melissa Everett, Finance Director
Diana Vaughn, Chief Financial Officer

Discuss **The Utility Fund, Water And Wastewater Rates.**

BACKGROUND:

The City's Utility Fund generates revenue through user fees that cover operating, capital, and debt service expenses. The City has adopted a financial policy requiring the Utility Fund to maintain cash reserves equal to or greater than 90 days of expenditures. Due to the seasonality of significant water sales in the final quarter (July-September) of the fiscal year, staff waits until after fiscal year-end to determine the necessary rate adjustments for the following fiscal year. On November 11, staff provided an overview to the Audit, Finance, and Governance Committee. A work session will be held to discuss the Utility Fund's financial needs.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7470

Agenda Date: 12/2/2025

Version: 1

Status: Work Session

In Control: City Council

File Type: Work Session Item

Agenda Number: 5.

CC MEETING: December 2, 2025

DATE: November 17, 2025

TO: Erin Rinehart, City Manager

FROM: Jonathan Wheat, P.E., Director of Engineering
Diana Vaughn, Chief Financial Officer
Shannon Hicks, P.E., Assistant City Manager

Discuss **2026 Bond Referendum.**

BACKGROUND:

Over the last year, staff and the Capital Improvements Plan Advisory Committee (CIPAC) have been working to identify and prioritize projects for the proposed May 2026 bond referendum. Mr. Karim Ali, CIPAC chairman, will present the Committee's project recommendations and staff will present details of the projects. Mr. Ali and staff will be available to answer questions.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 5231

Agenda Date:

Version: 1

Status: Work Session

In Control: City Council

File Type: Work Session Item

Agenda Number: 6.

Mayor And Council Reports And Information Sharing.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7448

Agenda Date: 12/2/2025

Version: 1

Status: Presentations

In Control: City Council

File Type: Presentations

Agenda Number: 7.

CC MEETING: December 2, 2025

DATE: November 20, 2025

TO: Erin Rinehart, City Manager

FROM: Michael Thomson, Fire Chief
Rex Redden, Executive Director of Public Safety

Presentation Of **ISO 1 Property Protection Classification To Carrollton Fire Rescue By The Texas State Fire Marshal's Office And Insurance Service Office.**

BACKGROUND:

Carrollton Fire Rescue has once again earned the prestigious ISO Class 1 Public Protection Classification rating, the highest designation awarded by the Insurance Service Office. This renewal places Carrollton among the top-tier fire protection agencies nationwide. Only 506 departments out of more than 49,000 across the country and just 102 in Texas hold this elite classification. The ISO rating evaluates critical factors such as emergency communications, fire department operations, water supply and community risk reduction efforts. Achieving and maintaining this rating demonstrates Carrollton Fire Rescue's unwavering commitment to excellence in public safety, operational readiness and continuous improvement. This elite status not only reinforces the department's dedication to protecting lives and property but can also result in reduced insurance premiums for residents and businesses, making it a win for the entire community.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7479

Agenda Date: 12/2/2025

Version: 1

Status: Presentations

In Control: City Council

File Type: Presentations

Agenda Number: 8.

CC MEETING: December 2, 2025

DATE: November 18, 2025

TO: Erin Rinehart, City Manager

FROM: Cory Heiple, Environmental Services Director
Shannon Hicks, Assistant City Manager

Present **Certificates To The 2025 Environmental Leadership Recognition Recipients And To The 2025 Environmental Distinction Award Recipients.**

BACKGROUND:

The presentation of the Environmental Leadership Recognition and the Environmental Distinction Award provides an opportunity for the City of Carrollton to formally recognize regulated industries that strive for environmental excellence in their operations. This is the 23rd year the Environmental Services Department has presented these awards during the City Council Meeting. This year, eleven facilities are receiving the Environmental Leadership Recognition:

- Century Products
- Electro Plate Circuitry - Capital & Century
- Illes Foods
- Image Industries
- International Paper - Belt Line
- Quality Powder Coating
- Quantum Global Technologies
- Ralcorp Frozen Bakery Products
- Swiss American
- Texas Finishing Company
- Wash Solutions

The Environmental Distinction Award recognizes companies that go beyond mere compliance to champion environmental sustainability in the community. Candidates for the Environmental Distinction Award must be environmentally compliant and must demonstrate process improvement, minimized

environmental impacts, and community involvement.

IMPACT ON COMMUNITY SUSTAINABILITY:

This recognition exemplifies the City's resolve to promote environmental excellence and to improve the quality and vitality of the community.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff requests that Mayor Babick and Councilmember Axberg present certificates to the recipients of the 2025 Environmental Leadership Recognition and the 2025 Environmental Distinction Award.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

Agenda Date:

Version: 1

Status: Citizen Comment

In Control: City Council

File Type: Citizen Comment

Agenda Number: 9.

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City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7488

Agenda Date: 12/2/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: *10.

CC MEETING: December 2, 2025

DATE: November 20, 2025

TO: Erin Rinehart, City Manager

FROM: Chloe Sawatzky, City Secretary

Consider **Approval Of The September 9, 2025 City Council Regular Meeting Minutes.**

**CARROLLTON CITY COUNCIL
REGULAR MEETING AND WORKSESSION
SEPTEMBER 9, 2025**

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, September 9, 2025 at 5:45 p.m. with the following members present: Mayor Steve Babick, Mayor Pro Tem Christopher Axberg, Deputy Mayor Pro Tem Daisy Palomo, Councilmembers Nancy Cline, Jason Carpenter, Andrew Palacios, Richard Fleming, and Rowena Watters. Also present were City Manager Erin Rinehart, Assistant City Manager Chrystal Davis, Assistant City Manager Shannon Hicks, City Attorney Meredith Ladd and City Secretary Chloe Sawatzky.

5:45 P.M. – COUNCIL BRIEFING ROOM

*****PRE-MEETING / EXECUTIVE SESSION *****

Mayor Babick called the meeting to order at 5:45 p.m.

1. Receive information and discuss Agenda.

Agenda items were reviewed. Staff responded to Council's questions. Mayor Babick advised that Item 14 would be considered with stipulations due to some minor text changes.

Work Session Item 6 followed.

2. Council convened into Executive Session at 9:42 p.m. pursuant to Texas Government Code:
 - **Section 551.071** for private consultation with the City Attorney to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the City Attorney has a duty under the Texas Rules of Discipline and Professional Conduct regarding confidential communication with the City Council.
 - **Section 551.087** to Economic Development
3. Council reconvened in Open Session at 9:58 p.m. to consider action, if any, on matters discussed in the Executive Session. No action was taken.

Work Session Item 7 followed the conclusion of the Executive Session.

*****WORKSESSION*****

4. Discuss Fiscal Year 2026 Capital Proposed Budget.

Item 4 was heard following Item 5.

Melissa Everett, Finance Director, provided a review of the steps taken during the budget preparation process for FY2026. She advised that the proposed tax rate is \$0.537500, which reflects a tax rate reduction for the 12th year in a row. Additional tax relief for homeowners over the age of 65 and disabled persons is being increased to \$110,000 annually.

The total operating budget is \$325,958,067 and includes all city operations, fleet replacement, and debt service. The total General Fund budget is \$144,982,100 and the Capital budget is \$133,380,437.

The proposed FY2026 budget includes the following:

- Operational changes for Police and Fire
- 2.6% raise for all employees, civil service step increases, and compensation adjustments for IT and administrative/clerical personnel
- Asphalt patch truck and trailer
- Enhanced service needs for local Parks and Recreation locations
- Community Funding support for partners like Metrocrest Services (\$629,092) and Children's Advocacy Center (\$101,491)

Ms. Everett reviewed Capital items included in the proposed budget:

- Fire Station Construction (\$3.5m)
- Drainage (\$2m)
- Residential Streetlights (\$500k)
- Parks Security Cameras (\$120k)
- Expansion of Library Access (\$90k)
- Street Panel Replacements (\$2m)
- Sidewalk Replacements at City Facilities (\$400k)
- Downtown Silo Mural Completion (\$350k)

In response to Mayor Pro Tem Axberg's question, Ms. Everett said that the increase to the General Fund from the previous year is 5 percent and the overall budget increase is approximately 7 percent. She added that water rates will be reviewed in November. She noted that Legislative challenges, Comptroller rule changes, and economic conditions continue to impact the City's funding sources. She advised that Carrollton is responding with ongoing revenue analysis, strategic operation changes for efficiencies, and benchmarking various services and fees.

Ms. Everett provided a Legislative update. She advised that during the Special Session, Senate Bill 10 proposed to lower allowable property tax increases from 3.5 percent to 2.5 percent. The House amended the legislation to reduce it down to 1 percent with an exception for public safety, however the Senate refused the House amendment and the bill died. It is expected to be brought in the next Legislative Session. The potential financial impact of the Senate Bill on the City of Carrollton was provided.

Mayor Babick provided a summary of some budget points provided by staff for the Council.

- 100% of the Ad Valorem taxes paid by homeowners in Carrollton goes toward public safety
- An average home tax increase for next year will be \$42
- The city is anticipating sales taxes in the amount of \$46.7 million. The Capital projects included in the budget are 60% funded by excess sales taxes (as Pay-Go dollars).

Following Item 4, the Worksession was recessed at 6:55 p.m. to convene the Regular Session.

5. Receive Briefing On The Lower Dudley Branch Study Results.

Item 5 was heard following Item 6.

Jonathan Wheat, Director of Engineering, introduced a representative from HDR Engineering who provided the results of the Lower Dudley Branch Study. Mr. Wheat commented that the location for the proposed Fire Station 6 does not appear to be in the floodplain.

Two areas in particular were studied as follows:

1. Dudley Branch in the areas of Frankford Road and Indian Creek Drive
2. Dudley Branch in the area of Eisenhower Street

Each area and related maps were described in detail with flooding projections for the next 25 years. Existing conditions and problem areas were identified along with proposed improvements such as berms, floodwalls, and perhaps additional drainage.

The cost of the Frankford Road berm is estimated at \$1.01 million and Frankford Road floodwall is estimated at \$359,000. Mr. Wheat advised that there are existing bond funds that would pay for the berm and the floodwall, or it could be used for drainage. Discussion included the potential for rebuilding Frankford Road as an alternative. Discussion of the fire station location and the potential for area flooding followed.

Councilmember Cline suggested desilting/dredging a drainage/retention pond in the Frankford Road area that could alleviate flooding, rather than installing a berm or floodwall, and accelerate the Frankford Road rebuild project. She did recommend the new span bridge at Eisenhower Street. Mayor Babick suggested a future discussion on this matter.

Item 4 followed.

6. Receive Briefing On the IH-35E Phase 2 Project.

Item 6 was heard following Item 1.

Jonathan Wheat, Director of Engineering, introduced representatives from TxDOT who provided an update on the IH-35 reconstruction project. It was reviewed that the reconstruction area is 6.39 miles long, from I-635 to the Denton County line. Construction activities include bridge work, walls, roadways, and drainage. Aerial photos of northbound lanes and southbound lanes were reviewed. The Council was informed of upcoming traffic switches, as well as the status of Luna Road which is of particular interest to the Council. When asked about completion, the Council was told that some sections of the roadway are in operation, however, the entire project will be substantially complete by the end of 2026 or first quarter of 2027. It was noted that the project is approximately one year behind schedule.

Item 5 followed.

7. Mayor And Council Reports And Information Sharing.

At 9:58 p.m. following the conclusion of the Executive Session, the Worksession was reconvened with Item 7.

Council reviewed their recent activities and upcoming events.

Worksession concluded at 10:13 p.m.

*****REGULAR MEETING 7:00 P.M.*****

Mayor Babick called the Regular meeting to order at 7:05 p.m. He advised that in memory of 9/11 a video of actual footage/clips from September 11, 2001 would be presented, remembering all who lost their lives that day.

INVOCATION – Deputy Mayor Pro Tem Daisy Palomo

PLEDGE OF ALLEGIANCE – Councilmember Richard Fleming

PRESENTATIONS

8. Present A Proclamation Recognizing September As National Service Dog Month.

Mayor Babick read a proclamation recognizing the role of service dogs in society, in particular serving those individuals with disabilities. The proclamation:

“National Service Dog Month”

was presented to Stacey McCoy, with service dog trainee, Strudel.

9. Present A Proclamation Declaring September As Library Card Sign-Up Month.

Mayor Babick read a proclamation recognizing the Carrollton Public Library and Library staff. The proclamation recognized September as:

“Library Card Sign-Up Month”

Jonathan Scheu, Library Director, expressed his appreciation and reviewed current promotions by the Library.

10. Present a Proclamation Recognizing National Payroll Week.

Mayor Babick recognized the City of Carrollton payroll staff and read a proclamation recognizing:

“National Payroll Week”

The proclamation was presented to the Payroll Department staff.

PUBLIC COMMENT

11. Hearing of any citizen/visitor on items listed on the regular meeting agenda. Citizens wishing to address the Council regarding items not on the posted agenda will be called to speak during the Public Forum.

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and address prior to beginning your remarks; Speakers will be allowed between 2 and 5 minutes for testimony; Speakers making personal, impertinent, profane or slanderous remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, clapping, and similar demonstrations will not be permitted; No placards, banners or signs will be permitted in the Chambers or in any other room in which the Council is meeting. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

Mayor Babick opened the public comment period.

Adam Polter spoke regarding Consent Item No. 14 and requested it be pulled for separate consideration or table it to another meeting. He said that the public forum should be at the beginning of the meeting and not at the end and should allow five (5) minutes per speaker. He offered suggestions on other ways to streamline that portion of the meeting.

Mayor Babick closed the public comment period.

CONSENT AGENDA

*(*All items marked with a single asterisk are part of a Consent Agenda and require no deliberation by the Council. Each Council member has the prerogative of removing an item from this agenda so that it may be considered separately. Contracts and agreements are available in the City Secretary's Office.)*

Mayor Babick pulled Item 14 from the Consent Agenda for separate consideration.

Mayor Pro Tem Axberg moved to approve Consent Agenda Items 12-13, 15-18; second by Deputy Mayor Pro Tem Cline. The motion was approved with a unanimous 7-0 vote.

CONTRACTS & AGREEMENTS

- *12. Consider Authorizing The City Manager To Approve A Contract For The Purchase Of Two HVAC Air Handling Unit From Trane Manufacturing Through An Interlocal Agreement With The BuyBoard Purchasing Cooperative In An Amount Not To Exceed \$509,273.00.**
- *13. Consider Authorizing The City Manager To Approve A Contract For The Energy Management System Upgrades For The City Hall HVAC System From Schneider Electric Through An Interlocal Agreement With The TIPS Purchasing Cooperative In An Amount Not To Exceed \$122,415.00.**

ORDINANCES

- *14. Consider An Ordinance Of The City Council Of The City Of Carrollton, Texas, Amending Article III, Chapter 30, City Council, By Adding A New Section 30.02, To Be Entitled "Public Meeting Rules Of Decorum," A New Section 30.03, To Be Entitled "Citizen**

Participation During Council Meetings,” And A New Section 30.04, To Be Entitled “Failure To Follow Rules Of Decorum Or Disruption Of Public Meeting,” To The Code Of Ordinances Of The City Of Carrollton.

Item 14 was pulled from the Consent Agenda by Mayor Babick for separate consideration.

Mayor Babick stated that the Public Forum is not required to be at the end of a meeting and it is up to the discretion of the Chair whether to rearrange the posted agenda if appropriate. However, he proposed to strike the portion of the proposed ordinance that indicates the Public Forum be held after the conclusion of agenda items (last sentence of first paragraph.)

Councilmember Palacios moved to approve Item 14 as stipulated. Mayor Pro Tem Axberg seconded the motion.

Mayor Pro Tem Axberg commented that the Council discussed this ordinance in the Worksession. Mayor Babick added that it is in alignment with similar ordinances adopted by other cities to provide a measure of control over situations during Public Forum such as skits, podcasters, etc. Deputy Mayor Pro Tem Palomo also stated that the ordinance sets the boundaries on decorum and not necessarily the length of time for speakers, adding that three (3) minutes is typically long enough for an individual's comments to be heard.

The motion was approved with a unanimous 7-0 vote.

- *15. Consider An Ordinance Amending Chapter 31, The Comprehensive Fee Schedule, Effective October 1, 2025.**

RESOLUTIONS

- *16. Consider A Resolution Of The City Council Of The City Of Carrollton, Texas, Approving A Negotiated Settlement Between The Atmos Cities Steering Committee (“ACSC”) And Atmos Energy Corp., Mid-Tex Division (“Atmos”) Regarding Atmos’s 2025 Rate Review Mechanism Filing; Declaring Existing Rates To Be Unreasonable; Adopting Tariffs That Reflect Rate Adjustments Consistent With The Negotiated Settlement; Finding The Rates To Be Set By The Attached Settlement Tariffs To Be Just And Reasonable And In The Public Interest; Approving An Attachment Establishing A Benchmark For Pensions And Retiree Medical Benefits; Requiring Atmos To Reimburse ACSC’s Reasonable Ratemaking Expenses; Determining That This Resolution Was Passed In Accordance With The Requirements Of The Texas Open Meetings Act; Adopting A Savings Clause; Declaring An Effective Date; Requiring Delivery Of This Resolution To Atmos And The ACSC’s Legal Counsel; And Providing An Effective Date.**
- *17. Consider A Resolution Authorizing The Redemption Of A Portion Of The Outstanding City of Carrollton, Texas General Obligation Improvement Bonds, Series 2014, And Resolving Other Matters Incident And Related Thereto; and Providing An Effective Date.**

OTHER BUSINESS

- *18. Consider A Development Plan Proposing Major Modifications Deviating From The Downtown Transit District Standards, On A 0.658-Acre Lot And Located At 1430 South Broadway Street. PLDP 2025-045 1430 South Broadway And Elm Mixed Use.**

PUBLIC HEARING – INDIVIDUAL CONSIDERATION

- 19. Conduct A Public Hearing On The Proposed 2025 Property Tax Rate And Proposed Operating And Capital Budget For The Fiscal Year October 1, 2025 Through September 30, 2026.**

Mayor Babick opened the public hearing. There being no speakers he closed the public hearing. He advised that state law requires that after the public hearing, the date and time of the proposed adoption of the tax rate and budget be announced. He advised this will be considered on September 9, 2025, 7 p.m., at Carrollton City Hall.

Items 22-24 were considered following Item 19.

- 20. Hold A Public Hearing To Consider An Ordinance Amending The Zoning On A 2.35-Acre Tract Zoned (LR-2) Local Retail District And Located At 2763 East Trinity Mills Road To Establish A Planned Development District To Allow A Development To Exceed The Maximum Forty Percent Building Coverage And To Utilize Alternate Screening Materials, To Create Development Standards, And To Provide Conceptual Plans; Amending The Official Zoning Map Accordingly. Case No. PLZ 2025-118 Carrollton Indoor Tennis Club.**

Loren Shapiro, Planning Manager, presented this item. He advised this item is presented due to it being an “infill” development and, if approved, it will exceed the maximum allowable building coverage of 40 percent. In addition, approval would allow alternative screening materials along the perimeter of the property adjacent to residential. Mr. Shapiro stated the applicant is proposing a 46,000 square foot building on a piece of property zoned LR2. Local Retail zoning has a 40 percent maximum coverage of lot size and this project would be over that by 5.8 percent. A conceptual site plan was reviewed.

Mr. Shapiro advised that the project is for an indoor tennis facility with six courts. There is sufficient parking along the south and east side of the property away from the residential on the north and west. A landscape plan has been provided that includes the west side of the property. In addition, a six-foot high wall from the south property line northward until it reaches a floodway and floodplain is planned. There are large trees in that area that will be preserved. Elevations were provided.

Mr. Shapiro stated that there are concerns from surrounding property owners regarding potential flooding from the drainage area that is north of the property. Aerial photos of the area were reviewed. He stated that Carrollton has a stormwater ordinance so any development would have to detain its own water; it cannot be released to impact surrounding properties. Another concern of surrounding property owners is environmental. There was an accusation that there are hazardous materials on the site. The property owner has provided two environmental assessments. The one from 2022 confirmed there were no pollutants or hazardous materials, and later a more thorough sampling of the site confirmed the 2022 assessment. Mr. Shapiro advised that the Planning and Zoning Commission recommended denial with a vote of 4-4, with one commissioner being absent. For Council to approve, a super majority is required.

Councilmember Carpenter requested additional explanation of this request. Mr. Shapiro stated that the building size exceeding the allowable 40 percent of lot size requires a planned development be established.

Mayor Babick asked if the applicant is present and would like to speak.

The applicant reviewed the proposed development. He stated that since the Planning and Zoning meeting was held, the City Engineer concurred with the environmental assessments done. He stated the drainage design will be finalized after the planned development is approved. He added that plans are for a 65 feet setback to allow flexibility to detain the water. He stated the adjacent property owners have been surveyed with little objection. He provided a brief overview of his business and personal experience, adding he is a local resident and part of Carrollton's tennis community.

Mayor Babick opened the public hearing. He advised cards in support from the following were received, with some choosing to speak in favor of the item:

Howard Wang
Sam Echevery
Mark Hodge
Eric Goodwin
Bruce Davidson
Adam Polter
Miguel Menoscal
Johnny Sims
Marvin Reader
Vito Nguyen
Michael Pouncy
Mike Boos

Mayor Babick closed the public hearing.

The applicant responded to setback concerns advising it meets requirements.

Mayor Babick referenced the speaker's comments regarding a detention pond agreement. Mr. Shapiro advised there is no such agreement included in this planned development. The applicant stated that a detention/retention solution will be designed after the planned development approval. Mr. Shapiro added there would be an administrative review at that point. Development Services Director Bret King stated that a staff engineer would be involved with the design and that it is not a zoning issue.

Mayor Pro Tem Axberg asked for a review of the parking and access, asking if a traffic study was done. Mr. Shapiro responded there is no street frontage on Marsh or Trinity Mills. There is mutual access at the car wash, garage, and medical offices to the south. Mayor Pro Tem Axberg inquired if there was a parking study done. Mr. Shapiro responded yes that the project includes more parking than required.

Councilmember Carpenter stated that this is a land use matter and wished to make a motion to approve.

Councilmember Carpenter moved to approve Item 20. Councilmember Cline seconded the motion.

Councilmember Cline asked what staff's recommendation is on this item. Mr. Shapiro stated that staff recommended approval.

Motion passed unanimously with a vote of 7-0.

- 21. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Establish A Special Use Permit To Allow An Event Center And Reception Hall In An Approximately 5,077 Square Foot Space Zoned (LR-2) Local Retail And Located At 2129 North Josey Lane; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2025-101 Carrollton Event Center.**

Loren Shapiro, Planning Manager, presented this item. He advised this is a request for an event center located in LR2 zoning which includes offices, retail and restaurants. A location/zoning map was provided. Mr. Shapiro stated that there is an existing SUP 270 which established shared parking for four tracts of land (three owners). He said that there are 54 parking spaces and a parking study conducted by the applicant indicates 50 spaces are needed. The event center's maximum occupancy would be 125 people. Based on the city's requirements, only 41 spaces are required. Mr. Shapiro noted that staff considered the application and the parking study, and recommends denial however if Council chooses to approve, staff is recommending the operating hours be limited to Friday, Saturday, and Sunday, 6 p.m. to 12 a.m. He advised that staff's concern is with the shared parking that was intended for daytime office use. Mr. Shapiro stated that the other property owners except for one supported the applicant's request. The Planning and Zoning Commission recommended approval with stipulations on the operating hours.

Mayor Babick asked if the applicant is present and would like to speak.

Applicant Oscar Mendoza provided copies of the parking study and the existing SUP 270 for each Council member. He explained that the space is currently a retail store that he wishes to repurpose to a small event center. He stated the size of the center would be 5,077 square feet with a maximum occupancy of 125 people, and it will have 57 parking spaces. He noted that if a neighboring business would like, he is willing to block off parking spaces for them. He provided an in-depth presentation, explained his business model including photos of his other venue, and provided his personal history. Diagrams of the parking lot entrances and exits were provided.

Mr. Mendoza stated that he is requesting the hours of operations be 5 p.m. – 1 a.m. on Fridays; 10 a.m. – 1 a.m. on Saturdays; and, on Sundays, 10 a.m. to midnight. He provided photos of the parking lot that reflected little-to-no usage during the desired hours of operation. Additionally, Mr. Mendoza requested alcohol service hours be allowed up to five hours, rather than four hours as recommended by city staff.

Considerable discussion followed as to the number of actual parking spaces there are and the required number of spaces, as well as the use of the parking by the other businesses at the site. Mr. Mendoza clarified that per the city's regulations, only 41 spaces are required, however, 57 are available. Mr. Mendoza introduced his engineering consultant who performed the parking study. He advised that with ride share being a common means of travel, it is probable not all the spaces would be used.

Clarification was requested on the desired hours of operation and desired hours for alcohol service. Mr. Mendoza restated the hours and said the hours were different from staff's recommendation.

Mayor Babick opened the public hearing.

The following were in support of this item with some choosing to speak in favor:

Jose Arias
Eric Goodwin
Juan Beltran
Gloria Hernandez
Aaron Ingle
Kimberly Lloyd
Stephanie Loaiza
Jeff Taylor
Ty Williams
David Williams

Mayor Babick added that a letter was received from the property owner who did not express support for the project.

Mayor Babick closed the public hearing. He reminded the Council this is a land use matter and that does include parking.

Councilmember Fleming and Deputy Mayor Pro Tem Palomo spoke in favor.

Mayor Pro Tem Axberg, Councilmember Palacios and Councilmember Carpenter spoke in opposition.

Deputy Mayor Pro Tem Palomo moved to approve Item 21 to include the owner's requested hours of operation. Councilmember Cline seconded the motion. The motion failed with the following vote:

In favor: Deputy Mayor Pro Tem Palomo, Councilmember Cline, Councilmember Fleming
Opposed: Mayor Pro Tem Axberg, Councilmember Carpenter, Councilmember Palacios, Councilmember Watters

INDIVIDUAL CONSIDERATION

- 22. Consider An Ordinance Adopting And Approving An Operating And Capital Budget For The City Of Carrollton, Making Appropriations Therefore For The Fiscal Year October 1, 2025 Through September 30, 2026.**

Mayor Babick stated that pre-scripted language must be used in the motion and that Finance Committee Chair Councilmember Carpenter will make the motion.

Councilmember Carpenter made the following motion:

"I move to approve the ordinance adopting and approving the operating and capital budget for the City of Carrollton, making appropriations therefore for the Fiscal Year October 1, 2025 through September 30, 2026."

Second by Mayor Pro Tem Axberg.

Mayor Babick stated that the ad valorem tax, which is property tax, in the amount of \$77 million; public safety expenditures amount to \$94 million. The overage and every other expenditure the city makes is through alternative sources such as sales tax and franchise fees. He stated that “Pay-Go” funding is used for fleet replacements, and \$133.4 million is dedicated to capital infrastructure, such as streets, walkways, alleyways, and drainage. Additionally, employees will receive market-based raises of 2.6 percent.

Motion was approved with a vote of 6-1. Councilmember Fleming voted in opposition.

23. Consider An Ordinance Establishing The Tax Rate And Tax Levy For The City Of Carrollton For The Tax Year 2025 Upon The Taxable Property In The City Of Carrollton In Conformity With The Laws Of The State Of Texas And The City.

Mayor Babick stated that pre-scripted language must be used in the motion and that Finance Committee Chair Councilmember Carpenter will make the motion.

Councilmember Carpenter made the following motion:

“I move that the property tax rate be increased by the adoption of a tax rate of 53.750 cents per \$100 valuation, which is effectively a 4.45 percent increase in the tax rate.”

Second by Mayor Pro Tem Axberg.

Mayor Babick stated that this is the 12th straight year of the tax rate being reduced.

Motion was approved with a vote of 6-1. Councilmember Fleming voted in opposition.

24. Consider A Resolution Ratifying The Property Tax Increase Reflected In The Fiscal Year 2025 - 2026 Operating Budget.

Councilmember Carpenter moved to approve Item 24; second by Deputy Mayor Pro Tem Axberg.

Mayor Babick offered final remarks regarding the tax rate and budget.

Motion was approved with a vote of 6-1. Councilmember Fleming voted in opposition.

At this time, discussion continued with Item 20.

PUBLIC FORUM

25. Hearing of any citizen/visitor on items not listed on the regular meeting agenda. Citizens wishing to address the Council regarding items on the posted agenda will be called to speak during the Council's consideration of such items.

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and address prior to beginning your remarks; Speakers will be allowed between 2

and 5 minutes for testimony; Speakers making personal, impertinent, profane or slanderous remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, clapping, and similar demonstrations will not be permitted; No placards, banners or signs will be permitted in the Chambers or in any other room in which the Council is meeting. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

Mayor Babick opened the public forum. There being no speakers, he closed the Public Forum.

At 9:35 p.m. the Regular Meeting concluded. Executive Session was held at 9:42 p.m. Worksession Item 7 followed. Work Session adjourned at 10:13 p.m.

ADJOURNMENT - Mayor Babick adjourned the meeting at 10:13 p.m.

ATTEST:

Chloe Sawatzky, City Secretary

Steve Babick, Mayor



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7468

Agenda Date: 12/2/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Bid/Purchases

Agenda Number: *11.

CC MEETING: December 2, 2025

DATE: November 12, 2025

TO: Erin Rinehart, City Manager

FROM: Robert Arredondo, Chief of Police
Rex Redden, Executive Director of Public Safety

Consider **Approval Of The Purchase Of A New SWAT Vehicle And Accessories From Lenco Industries, Inc. Through A US General Services Administration (GSA) Purchasing Contract In An Amount Not To Exceed \$365,000.00.**

BACKGROUND: This agenda item is for purchasing a new SWAT vehicle used by Carrollton PD and NORTEX SWAT during SWAT operations. The current SWAT vehicle has reached the end of its service time and is due for replacement after 15-years of amortization. Carrollton PD is seeking Council approval to purchase the SWAT vehicle and accessories in an amount not to exceed \$365,000.00 through a US General Services Administration (GSA) purchasing contract GS-07F-169DA with Lenco Industries, Inc.

FINANCIAL IMPLICATIONS: The SWAT Vehicle will be purchased with Fleet Replacement funds approved in the FY2026 Budget

Total - \$365,000.00

IMPACT ON COMMUNITY SUSTAINABILITY: The SWAT vehicle is used during SWAT operations to ensure both officer and citizen safety during incidents that carry a variety of dangers and risks that can pose a threat to life and property.

STAFF RECOMMENDATION/ACTION DESIRED: Staff recommends approval to purchase a new SWAT vehicle and accessories from Lenco Industries, Inc. through a GSA purchasing contract in an amount not to exceed \$365,000.00.









City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7471

Agenda Date: 12/2/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *12.

CC MEETING: December 2, 2025

DATE: November 18, 2025

TO: Erin Rinehart, City Manager

FROM: Melissa Everett, Finance Director
Chrystal Davis, Assistant City Manager

Consider Authorizing The City Manager To Enter Into Agreements With Various Furniture Vendors Through Interlocal Cooperative Agreements With Collin County Governmental Purchaser's Forum And Collin County College In An Amount Not To Exceed \$730,000.00 For Fiscal Year 2026.

The Finance Department maintains the citywide furniture contract, which supports the City's administrative directive of providing a consistent and uniform look for furniture purchases across the City. The contract is primarily used for planned furniture purchases requested by departments and replacement items to keep them on hand, such as office chairs. The contract is also used by other departments for as-needed furniture purchases throughout the fiscal year.

The City of Carrollton currently contracts City furniture purchases with Collin County College through the Collin County Governmental Purchaser's Forum (CCGPF) Request for Proposal (RFP) Number FY2024-RFP-003 and this request will allow the City to continue to use the contracts for fiscal year 2026. The contracted vendors include Facilitech dba Business Interiors, GL Seaman & Company, Wilson Bauhaus Interiors, Plano Office Supply, Indeco Sales, Blue Box LLC, Library Interiors of Texas LLC, and Lakeshore Learning Materials, LLC.

These contracts provide access to the above vendors, along with substantial cost savings for furniture and design services. Being able to contract with multiple vendors also provides departments greater choice for furniture purchases and alternatives in the event goods or services aren't available from certain vendors.

FINANCIAL IMPLICATIONS:

The City maintains a furniture budget of \$60,000.00 for planned and replacement furniture purchases

each fiscal year which is overseen by the Finance Department - Purchasing Division. An additional \$590,000.00 is included for furniture purchases related to the Rosemeade Recreation Center, the City's Detention Center, Crosby Recreation Center and Fire Station 6 projects. Other furniture may be purchased as needed from various department budgets in an amount not to exceed \$80,000.00.

IMPACT ON COMMUNITY SUSTAINABILITY:

This project supports and aligns with the City Council's goals and objectives of adapting business practices to respond to changing conditions and to allocate resources for optimal results.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends City Council authorize the City Manager to enter into agreements with various furniture vendors through an Interlocal Cooperative Agreement with the Collin County Governmental Purchaser's Forum and Collin County College in an amount not to exceed \$730,000.00 for Fiscal Year 2026.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7472

Agenda Date: 12/2/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *13.

CC MEETING: December 2, 2025

DATE: November 21, 2025

TO: Erin Rinehart, City Manager

FROM: Samantha Dean, Director of Workforce Services
Chrystal Davis, Assistant City Manager

Consider **Authorizing The City Manager To Enter Into An Agreement With Samsara, Inc. Through An Interlocal With Sourcewell Purchasing Cooperative For Vehicle Cameras In An Amount Not To Exceed \$96,660.74 Annually, For A Total Three-Year Contract Amount Not To Exceed \$289,982.22.**

BACKGROUND:

In January 2025, Risk Management launched a one-year pilot program implementing the Samsara dash camera system across a portion of the City's vehicle fleet. The purpose of the pilot was to evaluate the system's effectiveness in advancing the City's overall safety initiatives and reducing auto liability claims costs.

Throughout the first year, the dash camera program has delivered valuable insights into several key operational areas, including driver behavior, fleet maintenance and health, and documentation of safety incidents. The system's analytics have enabled departments to proactively identify training needs, enhance operational efficiency, and provide targeted coaching to employees following safety-related events. In addition, the platform's reporting and analytics tools have improved visibility into vehicle utilization patterns and fleet performance metrics, supporting data-driven decision making across departments.

Funding to continue the dash camera program on an ongoing basis has been included in the Risk Management budget. Several other departments have expressed interest in participating in the program and have identified departmental funding to equip their vehicles with dash camera technology.

FINANCIAL IMPLICATIONS:

To continue the program, recurring funding of \$70,000 has been programmed in the Risk Management

budget. This amount has been used to outfit 115 vehicles with dash cameras across Public Works, Parks Maintenance, Environmental Services, Building Inspection and Fire Rescue. To expand the program further recurring funding of \$26,660.74 will be programmed through other departmental budgets in FY26 to install dash cameras in 29 additional vehicles in Public Works, Utility Customer Service, and Engineering.

The Police fleet is not included as they already have similar technology installed in their vehicles.

IMPACT ON COMMUNITY SUSTAINABILITY:

This project supports and aligns with City Council's goals and objectives to leverage technology to improve our effectiveness and efficiency.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends approving an agreement with Samsara, Inc. through an interlocal agreement with Sourcewell Purchasing Cooperative in an amount not to exceed \$96,660.74 annually for a total three-year contract amount not to exceed \$289,982.22.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7473

Agenda Date: 12/2/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *14.

CC MEETING: December 2, 2025

DATE: November 21, 2025

TO: Erin Rinehart, City Manager

FROM: Samantha Dean, Director of Workforce Services
Chrystal Davis, Assistant City Manager

Consider Authorizing The City Manager To Enter Into An Agreement With Cigna Health and Life Insurance Company Pursuant To RFP 25-056 For Stop Loss Insurance In An Amount Not To Exceed \$1,293,855.00.

BACKGROUND:

The City's stop loss insurance is currently provided through Cigna Healthcare. Plan year to date through September, the City has experienced a significant increase in catastrophic claims over the \$225,000.00 individual stop loss deductible level for the health plan. The City has paid approximately \$767,000.00 in premiums to Cigna and received reimbursements totaling \$3.45 million.

In coordination with the Benefits Consultant, HUB International, the City released RFP 25-056 in August for stop loss insurance. The City received one quote and 23 declines from the market due to the City's substantial loss history and risk of on-going claims. After review and analysis of the submission, staff recommends awarding stop loss insurance to Cigna for the 2026 plan year.

Cigna released a 44% or \$447,384.00 adjustment to its individual and aggregate stop loss premium rates for the 2026 plan year. It is important to note that the City retains a contract with a maximum renewal rate cap of 45% for individual stop loss. This cap prevented a much larger increase from Cigna.

Staff and HUB have reviewed savings analysis from alternative deductible levels and are recommending increasing the deductible from \$225,000.00 to \$275,000.00 in 2026. It is projected the City will save \$102,036.00 from this change, which includes the additional claims liability the plan would assume from the higher deductible.

Additionally, it is recommended the City discontinue its Aggregate stop loss coverage at a savings of \$37,035.00 annually. The Aggregate coverage reimburses the City if total claims payments for the plan (less individual stop loss reimbursements) exceed a deductible of 125% of projected claims at year end. Since inception of the self-funded health plan, the City has not incurred an aggregate claim reimbursement and has reached a covered population size where many municipalities consider dropping the aggregate coverage due to increased accuracy when predicting claims expense. Over the past 5 years, the City's paid claims have run at 76% of the aggregate deductible and is substantially aligned with the carrier's prediction of 75%.

Overall, the projected savings from the adjustments to the individual and aggregate coverage are projected to save the City \$139,071.00 for the 2026 plan year.

FINANCIAL IMPLICATIONS:

Based upon current enrollment, Cigna's final quote for stop loss insurance will cost the City \$1,176,232.00 annually and represents a 15.5% or \$158,312.00 annual increase over current premium cost. This cost includes increasing the Specific deductible level from \$225,000.00 to \$275,000.00 and elimination of Aggregate coverage.

Staff is recommending approval in an amount not to exceed \$1,293,855.00 for stop loss insurance which includes a 10% contingency for enrollment growth. Funds for stop loss will be paid out of the Employee Health Fund, which is funded by employer and employee contributions.

Participation in the agreements for Cigna guarantees rates for 1 year with a 45% rate cap, no new lasers at renewal and includes 2 two-year renewal options. This agreement begins January 1, 2026.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends that City Council authorize the City Manager to enter into an agreement with Cigna Health and Life Insurance Company pursuant to RFP 25-056 for Stop Loss Insurance in an amount not to exceed \$1,293,855.00 annually.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7478

Agenda Date: 12/2/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *15.

CC MEETING: December 2, 2025

DATE: November 18, 2025

TO: Erin Rinehart, City Manager

FROM: Melissa Everett, Finance Director
Chrystal Davis, Assistant City Manager

Consider Authorizing the City Manager To Enter Into An Agreement With Mcliff Coffee & Vending Pursuant to RFP 25-033 For Case or Bulk Beverage And Food Supply and Vending Machine Services In An Amount Not To Exceed \$12,000.00 Annually, For A Five-Year Contract Amount Not To Exceed \$60,000.00.

BACKGROUND:

The agreement with Mcliff Coffee & Vending will provide the city with beverages, food, and snack vending machine services throughout the city, with no cost to the city. The agreement also includes a commission paid back to the city on net vending machine sales.

The City has the option for a fresh food market located in the City Hall basement breakroom, and additional services like water, Gatorade, and ice cream delivery for city events and other as-needed situations can be purchased.

On July 28, 2025, the City issued a request for proposal for these services. Notifications were posted online, previous and interested vendors were contacted, as well as advertisements placed in the Dallas Morning News. Submissions were due on August 20, 2025. Two (2) vendors submitted packets.

An evaluation committee made up of members from Parks, Municipal Courts, Public Works, Library and Finance Department staff reviewed and evaluated the submissions, ultimately selecting Mcliff Coffee & Vending based on criteria related to experience, approach, and cost with demonstrated specific experience on similar service, including a previously successful service for the City of Carrollton.

The award will be for a three-year initial term. The award also includes two additional one-year

renewal options, if mutually agreed upon by the City and the vendor, for a potential five-year total contract.

FINANCIAL IMPLICATIONS:

The City will receive a 10% commission on net sales for items sold in vending machines. The \$12,000.00 requested will be for as-needed, additional services including delivery of pallets of water and Gatorade for city events and other as-needed situations; and ice cream for the various annual city events.

IMPACT ON COMMUNITY SUSTAINABILITY:

This project supports and aligns with the City Council's goals and objectives to ensure City services are an optimal value.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends that City Council authorize the City Manager to enter into an agreement with Mccliff Coffee & Vending pursuant to RFP 25-033 for case or bulk beverage and food supply services in an amount not to exceed \$12,000.00 annually, for a five-year contract amount not to exceed \$60,000.00 and vending machine services providing the City of Carrollton with commission payments for a five-year contract.

Supplier Scoring Summary

RFP #25-033 - Vending Machines CityWide

Supplier		Rank	Score
			100
Mcliff Coffee + Vending		1	81.75
JBT Management, LLC		2	64.00
			72.88



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7482

Agenda Date: 12/2/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *16.

CC MEETING: December 2, 2025

DATE: November 18, 2025

TO: Erin Rinehart, City Manager

FROM: Jody Byerly, Director of Public Works
Shannon Hicks, Assistant City Manager

Consider **Authorizing The City Manager To Enter Into An Agreement With BCAC Underground LLC Pursuant To BID #26-006 For Sanitary Sewer Cleaning - Trunk Interceptors In An Amount Not To Exceed \$137,000.00 Annually, For A Total Three-Year Contract Amount Not To Exceed \$411,000.00.**

BACKGROUND:

This contract is for the cleaning and video taping of large sanitary sewer main interceptors, and identify inflow, infiltration and structural defects within the wastewater collection system for the City of Carrollton.

On October 20, 2025, the City issued BID #26-006 for Sanitary Sewer Cleaning - Trunk Interceptors. Bid notifications were posted online, and interested vendors were contacted, as well as advertisements placed in the Dallas Morning News. Three vendors submitted a response.

BCAC Underground LLC was selected as the most responsive and responsible bidder based on the criteria established. The lowest bidder was not selected due to past performance which led to terminating the contract.

FINANCIAL IMPLICATIONS:

The services on BID #26-006 will be purchased from budgeted funds for the cost center and amount as listed below.

<u>ACCOUNTING UNIT</u>	<u>ACCOUNT</u>	<u>BUDGET AMOUNT</u>
405003	61190	\$137,000.00

IMPACT ON COMMUNITY SUSTAINABILITY:

This project supports and aligns with the City Council's goals and objectives to manage infrastructure with fiduciary care.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends City Council authorize the City Manager to enter into an agreement with BCAC Underground LLC pursuant to BID #26-006 for sanitary sewer cleaning - trunk interceptors in an amount not to exceed \$137,000.00 annually, for a total three-year contract amount not to exceed \$411,000.00.

Event Number	BID #26-006	Organization	City of Carrollton Purchasing
Event Title	Sanitary Sewer Cleaning - Trunk Interceptors	Workgroup	Purchasing
Event Description	The City of Carrollton is soliciting sealed bids to p	Event Owner	Priscilla Ann Gonzalez
Event Type	Low Bid	Email	priscillaA.gonzalez@cityofcarrollton.com
Issue Date	10/20/2025 11:00:01 AM (CT)	Phone	(972) 466-3384
Close Date	11/5/2025 03:30:00 PM (CT)	Fax	

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
Pro-Pipe Services, LLC	Grand Prairie	TX	11/4/2025 01:26:05 PM (CT)	3	\$79,800.00
BCAC Underground	Haltom City	TX	11/5/2025 11:38:08 AM (CT)	3	\$137,000.00
Duke's Root Control Inc.	Elgin	IL	11/3/2025 11:11:35 AM (CT)	3	\$305,000.00

Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7469

Agenda Date: 12/2/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Ordinances

Agenda Number: *17.

CC MEETING: December 2, 2025

DATE: November 12, 2025

TO: Erin Rinehart, City Manager

FROM: Melissa Everett, Finance Director
Diana Vaughn, Chief Financial Officer
Chrystal Davis, Assistant City Manager

Consider An **Ordinance Amending Chapter 31, The Comprehensive Fee Schedule.**

BACKGROUND:

The City's Utility Fund aims to generate sufficient revenue to cover all operating, capital, fleet, and debt service costs while maintaining cash reserves in compliance with the City's financial policy of at least 90 days of operating expenditures. Due to the seasonality of significant water sales occurring in the final (July-September) quarter of the fiscal year, staff evaluates rate adjustments in early November to determine the revenue necessary to fund the next fiscal year's operations and capital programs.

The proposed ordinance includes increases to water and wastewater rates, projected to generate approximately 7.50% in additional revenue for the Utility Operating Fund. This revenue will support critical water and sewer capital projects and offset increased operating costs from Dallas Water Utilities (DWU) and Trinity River Authority (TRA). The Audit, Finance and Governance Committee was provided with the opportunity to discuss any potential increases to utility rates prior to City Council deliberations. The Committee expressed support for the proposed recommendation with the understanding that it would be presented to Council on December 2, 2025, for consideration.

In addition, the Public Works Division proposes updating the Cross-Connection Control and Prevention fees, which have not been revised since 1998. The updates are intended to align the City's fees with current industry standards and ensure recovery of administrative and compliance costs.

Staff presented the proposed amendments to the Audit, Finance, and Governance Committee on November 11, 2025.

The Municipal Drainage Utility System Fee Schedule, approved by City Council on November 4,

2025, has also been incorporated into this ordinance.

FINANCIAL IMPLICATIONS:

The proposed utility rate adjustments will generate approximately 7.50% in additional Utility Fund revenue, supporting operating and capital needs. Revenue generated from the updated Cross-Connection Control and Prevention fees is expected to be minimal.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends that the City Council approve the ordinance amending Chapter 31 of the Comprehensive Fee Schedule to update utility rates, revise the Cross-Connection Control and Prevention fees, and incorporate the Municipal Drainage Utility System Fee Schedule.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AMENDING CHAPTER 31, THE COMPREHENSIVE FEE SCHEDULE OF THE CARROLLTON CITY CODE; CONTAINING A SAVINGS, SEVERABILITY, CLAUSE AND ~~A~~-REPEALING CLAUSE~~S~~; AND PROVIDING FOR AN EFFECTIVE DATE OF JANUARY 1, 2026~~OCTOBER 1, 2025~~.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:

SECTION 1

Chapter 31, Comprehensive Fee Schedule, of Title III, Administration, of the Carrollton Code of Ordinances is amended to read as follows:

“CHAPTER 31. COMPREHENSIVE FEE SCHEDULE

Sec. 31.01. - Establishment of fees for city services.

The following fee schedule is hereby established and the following fees shall be charged for various services rendered by the city.

(A) *General fees.*

- (1) *General returned check, credit card and debit card fees:\$35.00*
- (2) *Fidelity Express returned check fees:\$38.50*

Checks, drafts or instruments tendered to the city for amounts owed to the city which are returned unpaid through the city depository as uncollected funds (excluding any occurrence resulting from any documentable depository error or omission).

- (3) *Collection agency fees:\$10.00*

Receivables owed to the city by individuals and businesses for over 60 days and for which two notices of amounts owed have been sent may be assigned to an outside agency for collection.

- (4) *Credit/debit card convenience fees, per transaction:3.5% of transaction*
Convenience fee to be assessed on all transactions.

- (5) *Charges for providing copies of public information:*
Not to exceed charges as set by the State of Texas.

- (6) *After-hours services (per hour)\$40.00*

Services performed outside normal business hours are billed per employee per hour with a two-hour minimum charge. Equipment and materials are billed at normal hourly rates.

(7) *After-hours administration fee:*\$25.00

Administrative fee assessed for processing charges for after-hours services.

(B) *Building inspection:*

(1) *Project permits (includes plumbing, electrical and mechanical permits and certificate of occupancy fees):*

Application fee, nonrefundable\$125.00

New dwellings up to four units, per unit\$1,100.00

Pool or spa\$200.00

Temporary buildings and trailers\$75.00

New commercial, apartments, accessory, additions, remodels and finish-outs, per \$1,000.00 valuation (minimum \$125.00)\$6.00

Residential remodel\$125.00

(2) *Specific permits:*

Annual permits, per year\$200.00

Banner\$25.00

Building (storage shed)\$50.00

Certificate of occupancy\$100.00

Demolition\$125.00

Electrical, per \$1,000.00 valuation (minimum \$75.00)\$4.00

Fence\$50.00

Fire sprinkler, per \$1,000.00 valuation (minimum \$75.00)\$4.00

Fire alarm, per \$1,000.00 valuation (minimum \$75.00)\$4.00

Irrigation, per \$1000.00 valuation (minimum \$75.00)\$4.00

Mechanical, per \$1,000.00 valuation (minimum \$75.00)\$4.00

Moving (structures in right-of-way)\$75.00

Plumbing, per \$1,000.00 valuation (minimum \$75.00)\$4.00

Real estate sign annual renewal\$50.00

Retaining wall\$50.00

Satellite dish\$50.00

Sign\$125.00

Rainwater harvesting\$25.00

Wind turbine\$75.00

Solar panel\$125.00

Special event—no food sales\$50.00

Special event—food sales50.00 per food vendor

Tent\$50.00

Curb cut\$100.00

Above/below grade storage tank installation or removal\$100.00 per tank

Mobile refueling, per address, per year\$250.00

(3) *Service fees:*

Inspection/engineering fees:

See Section 31.01 (C).1

Commercial permit storm water pollution protection plan inspection fee\$50.00

Commercial permit utility release processing fee\$50.00

Re-inspection\$50.00

Special inspection\$50.00

Temporary service/construction heat\$100.00

Snow cone stand removal deposit\$350.00

(Will be refunded in full provided the structure is removed at certificate of occupancy expiration. Un-refunded deposit will be used to defer cost of removal by city if necessary.)

Administrative process fee for special event, film, block party (except National Night Out) and parade permits\$25.00

(4) *Appeal boards:*

Construction Advisory and Appeals Board\$200.00

Board of Adjustment\$200.00

(5) *Exceptions:*

(a) Building permit and board filing fees are not required for facilities on property both owned and used by the following:

1. Federal government.
2. State government.
3. County government.
4. City government.
5. Public school districts.

(b) Building permit fees are not required for home construction projects built by the Carrollton-Farmers Branch Independent School District Trade School.

(c) Fees are not required for permits issued to contractors hired by the city to clear visibility obstructions constructed legally prior to adoption of the Ordinance No. 1325, passed November 11, 1986 and referred to as the Visibility Ordinance.

(d) Fees are exempted for work conducted in Neighborhood Empowerment Zones, as enumerated and established by Council Resolution #3608.

(C) *Engineering:*

(1) *Inspection fees:*

(a) \$45.00 per hour with a minimum fee of \$90.00

(b) Inspections occurring outside of normal business hours will incur a \$67.50 per hour fee with a minimum fee of \$135.00.

(c) Grading Improvements – One hour per 170 square feet calculated at \$0.265 per square foot.

(d) Water and/or Wastewater Improvements – One hour per 50 linear feet calculated at \$0.90 per linear foot.

(e) Drainage Improvements – One hour per 50 linear feet calculated at \$0.90 per linear foot.

(f) Paving Improvements – One hour per 170 square feet calculated at \$0.265 per square foot.

(g) Sidewalk Improvements – One hour per 170 square feet calculated at \$0.265 per square foot.

(i) Screening Wall/Fence Improvements – One hour per 50 linear feet calculated at \$0.90 per linear foot.

(2) *Plan review:*

(a) Review of construction plans for infrastructure (streets, water, wastewater, storm drainage), per acre of development\$150.00

(b) Review of re-submittals of construction plans for infrastructure (streets, water, wastewater, storm drainage) for the fourth and each subsequent submittal\$250.00

(3) *Street signs and markings:*

Intersection signs and markings, per intersection\$435.00

Fire hydrant markers, per hydrant\$5.00

Street light assessment, per linear foot\$12.00

(D) *Environmental Services Department.*

(1) *Animal Services Division:*

City registration fees:

Dogs and cats, unaltered\$50.00/year

Dogs and cats neutered or spayed\$10.00/year

Dangerous dogs\$100.00/year

Potbellied pigs\$10.00/year

Duplicate (replacement) license tags\$2.00/each

Adoption fee\$5.00/animal (previously vetted)

Adoption fee\$10.00/animal (non-vetted)

Adoption fee\$60.00/pre-vetted animal

Boarding fee per animal (daily for all or part of any other day)\$10.00/day

Quarantine fee\$15.00/day

1st impoundment within a 12-month period\$75.00

2nd impoundment within a 12-month period\$100.00

3rd or more impoundment within a 12-month period\$150.00

Exception:

Fee for the first impound fee in any twelve consecutive month period may be reduced by the following amounts if the animal, at the time of impound is:

Sterilized\$40.00

Currently vaccinated against rabies\$10.00

Currently registered with the city\$10.00

Identified by traceable identification\$15.00

Microchipping per animal\$15.00

Livestock impoundment fee\$50.00/head

Feed and care for livestock\$15.00/day

Owner's release to city\$50.00

Home quarantine checks for two visits\$30.00

Home isolation fee (45 days, includes two visits)\$30.00

Home isolation fee (90 days, includes four visits)\$60.00

Euthanasia of animals\$40.00

Rabies testing\$40.00

Vet clinic dead animal removal service\$50.00/month

Permit to keep chickens\$20.00/year

Permit to keep bees\$20.00

Additional fee when permit applied for with an active ordinance enforcement case\$20.00

(2) *Environmental Quality Division*

Food permits:

Retail food stores, as defined under the Carrollton Food Establishment Policy, per year.....\$770.00

Heavy food prep establishment permit for heavy food prep establishments, as defined under the Carrollton Food Establishment Policy, per year\$450.00

Light food prep establishment permit for light food prep establishments, as defined under the Carrollton Food Establishment Policy, per year\$370.00

No food prep establishment permit, as defined under the Carrollton Food Establishment Policy, per year\$250.00

Additional food establishment permit for each additional food service, food store, or food vending operation contained within a structure holding a heavy or light food prep establishment permit, per year\$320.00

Temporary food establishment permit for change of ownership, per 14 days.....\$75.00

Farmer's market permits:

Farmer's market operator permits, per year\$150.00

Farmer's market concession vendor permit, per year\$100.00

~~State accredited food handlers certification\$10.00~~

Re-inspection fee for food establishments failing to meet code standards at first inspection, per hour, two-hour minimum\$45.00

~~On-site food service worker class, per class\$80.00~~

Industrial pretreatment program (IPP):

IPP permit, per year\$400.00

IPP sampling and analysisActual cost + 15%

Administrative fee for IPP sampling and analysis, per event\$50.00

Spill response and cleanups:

Administrative fee for any spill response\$50.00

City conducted spill mitigation or cleanupActual cost + admin. fee

Sampling and analysis for complaints, spill and enforcement activitiesActual cost + 15%

Liquid waste hauler program (LWH):

LWH vehicle permit, per year\$150.00

LWH additional vehicle permit per owner, per year\$100.00

LWH trip ticket books\$25.00

On-site LWH inspection\$80.00

Late payment fee for any permit, spill response, inspection, sampling or IPP fee, per month\$50.00

Follow-up re-inspection for noncompliance after initial inspection and re-inspection (non-food establishments), per hour, two-hour minimum\$45.00

Municipal setting designation:

- (1) An application will not be accepted until the initial filing fee has been paid. An application will not be placed on a city council agenda until the additional processing fee has been paid.
- (2) The applicant shall pay the fees to the designated city official. The designated city official shall deposit fees received in the official city depository not later than the next business day following receipt of the funds.
- (3) No refund of the fees may be made.
- (4) The initial filing fee for a municipal setting designation ordinance is \$2,500.00. The applicant is further required to pay all fees associated with mailed and published notices of the application. The designated city official shall not mail notices or advertise the public meeting until the estimated cost of mailing notices and advertising the public meeting is paid by the applicant. The designated city official shall not place a municipal setting designation ordinance on a City Council agenda until an additional technical processing fee of \$5,000.00 is paid.

(4) *Pool code:*

Health permit fee for first pool at a location/facility\$100.00 per year

Health permit fee for each additional pool at a location/facility\$50.00 per year

Health permit fee for each spa at a location/facility\$50.00 per year

Health permit fee for first interactive water feature and fountain (IWFF) at a location/facility\$150.00 per year

Health permit fee for each additional IWFF at a location/facility\$150.00 per year

(3) *Community Services Division*

Administrative fee for mowing and cleaning property and abating any property maintenance violation, per violation \$150.00

Apartment license fee, per year, for each unit on premises (occupied or unoccupied); \$13.00 per unit, minimum of \$250.00 per year

Single-family rental registration fee \$75.00 per year

Follow-up re-inspection fee for noncompliance after initial inspection and re-inspection (single-family and duplex residential property), per hour \$45.00

Sign removal fee (as established in section 151.98), per sign \$30.00

Filing of compliance order at county court of record:

Standard filing by first class mail filing fee established by county plus \$40.00

Expedited filing by next day personal delivery filing fee established by county plus \$100.00

Hotel code:

Lodging License Fee (Hotel) per year, for each unit on premises (occupied or unoccupied) \$13.00; minimum of \$250.00 per year

Bed and Breakfast Lodging License Fee...\$250.00 per year

Short-term Rental Lodging License Fee...\$250.00 per year

Re-inspection fee during license period, per hour \$45.00, two-hour minimum

Appeals to Property Standards Board \$200.00

(E) *Fire.*

(1) *Definitions.* For purposes of this division only, the following definitions shall apply:

.....

Nonresident: A nonresident is a person who does not reside within the city limits.

Resident: A resident is a person who resides within the city limits.

(2) *Ambulance transport:*

Residents:

Basic life support\$750.00

Advanced life support, level 1\$850.00

Advanced life support, level 2\$950.00

Non-residents:

Basic life support\$850.00

Advanced life support, level 1\$950.00

Advanced life support, level 2\$1050.00

These levels of transport are as defined in the Medicare Index.

(3) *Disposable supplies fees:*

Basic life support\$200.00

Advanced life support\$400.00

Oxygen supplies\$150.00

(4) *EMS mileage charge:*

Transporting persons by ambulance, per mile\$15.00

(5) *Recovery from hazardous materials responses—natural gas line cuts by contractors:*

Engine:

First hour (or portion thereof)\$300.00

Per ¼ hour thereafter\$75.00

Truck:

First hour (or portion thereof)\$400.00

Per ¼ hour thereafter\$100.00

Medic:

First hour (or portion thereof)\$200.00

Per ¼ hour thereafter\$50.00

(6) *Inspection fees:*

After hours inspections\$50.00
per hour, two hour minimum

Re-inspection:

2nd reinspection\$50.00

3rd reinspection\$100.00

All after 3rd reinspection\$250.00
each

(7) *Facility fees:*

Hazardous materials facility\$250.00
per year

Materials recycling facility\$250.00
per year

Factory/industrial facility\$250.00 per year

Flammable/combustible storage facility\$250.00 per year

(F) *Library.*

(1) *Lost/damaged library material fees:*

Interlibrary loan materialsCost as assessed by lending library

Media case\$5.00

BinocularsActual cost

All other materialsActual price plus \$5.00 processing fee

(2) *Library service fees:*

Headphones\$4.00

Replacement library card fee\$1.00

Computer printing, per page\$0.15

Copier printing, per page\$0.15

Color Printing, per page.....\$0.50

Flash drives, eachcost plus \$0.05 rounded up to the next quarter dollar

(3) *Room rental fees:*

Josey Ranch Lake Library Meeting Room, per hour\$25.00

Josey Ranch Lake Library Environmental Classroom, per hour\$15.00

Josey Ranch Lake Library Conference RoomNo charge

Hebron & Josey Library Meeting Room 1, per hour\$15.00

Hebron & Josey Library Meeting Room 2, per hour\$25.00

Hebron & Josey Library Meeting Room 1 & 2, per hour\$25.00

Hebron & Josey Library Conference RoomNo charge

(4) *Full access library card:*

Annual membership:

Residents of Carrollton and reciprocal partner citiesFree

City of Carrollton employeesFree

Non-residents\$40.00

(G) *Parks and recreation.*

(1) *General fees:*

At the discretion of the Parks and Recreation Director or other City Manager designee, residents from other cities may qualify for Carrollton resident fees when a partnership is in place and is mutually beneficial to the City. Furthermore, fees for services may be adjusted or waived, with City approval, when reimbursed by a third party for fitness or health programs.

Programs:

Schedule of fees for classes and programs will be determined by the Director of Parks and Recreation or other City Manager designee and will be made available for review online and at the facilities.

Non-Residents of the City of Carrollton participating in recreation classes or programs will pay an additional 25% of Carrollton Resident fees rounded up to the nearest \$1.00. Leagues that require team registration may receive a 25% resident discount rounded to the nearest \$1.00 when the team manager provides proof that no less than 50% of the roster consists of Carrollton residents.

Financial Assistance:

Financial assistance is provided to Residents of Carrollton based on their total household income. Qualifying residents are awarded \$50 per person within their household. Those funds can be used for up to 50% of program or membership fees only, reservations, permits or special events do not qualify for assistance.

Promotions:

Discounts may be allowed at the Parks and Recreations Director's discretion up to \$10.00 off or membership fees for 13 months for the price of 12 months.

- (2) Membership, Resident fees – Includes: weight and cardio rooms, fitness equipment for members, and classrooms, except when reserved for rentals, city programming, or otherwise posted at the facility.

Additional amenities included in memberships which are facility specific:

Rosemeade Recreation Center: gyms, elevated track, Fitness on Demand, multi-purpose room, dance room, racquetball courts, and open play sports such as badminton, volleyball, basketball, and pickleball (as posted at the facility). Additionally, annual membership includes 8 hours of use per person in the esports center.

Crosby Recreation Center: gym, functional fitness room, open play sports such as volleyball, basketball, and pickleball (as posted at the facility). Additionally, annual membership includes 8 hours of use per person in the esports center.

Senior Center: various self interest groups (as posted at the facility).

City employee: No fee, but subject to federal taxation on value of individual rate

City employee family, up to four family members: is equal to the resident rate less the individual rate, and is subject to federal taxation on value of employee pass

Carrollton Corporate Membership: When a Carrollton business provides memberships on behalf of their employees, or employees of partnering Independent School Districts - is equal to the individual resident rate.

Non-Residents of the City of Carrollton will pay an additional 50% of Carrollton Resident fees rounded up to the nearest \$1.00

Active military on leave (for the duration of leave) \$5.00

Replacement card \$5.00

(2.1) All Access Recreation Center (Crosby, Rosemeade, and Senior Centers) fees:

Annual:

Senior citizen (age 65+) and youth \$55.00

Adult (age 16—64) \$130.00

Family, up to four family members \$250.00

Additional member on family membership \$30.00

Three months:

Senior citizen (age 65+) and youth \$25.00

Adult (age 16—64) \$55.00

One month: \$25.00

Day pass:

Senior citizen (age 65+) and youth (age 9—15) \$5.00

Adult (age 16—64) \$8.00

(2.2) Limited Use Recreation Center fees:

Crosby Recreation Center ONLY:

Annual:

Senior citizen (age 65+) & Youth (age 9-15) \$45.00

Adult (age 16—64) \$95.00

Family, up to four family members \$175.00

Additional member on family membership \$20.00

Three months:

Senior citizen (age 65+) and youth (age 9-15) \$20.00

Adult (age 16—64) \$40.00

Day pass:

Senior citizen (age 65+) and youth (age 9-15) \$5.00

Adult (age 16—64) \$8.00

Carrollton Senior Center ONLY:

Annual \$30.00

Day \$5.00

Esports Center ONLY:

1 Hour \$5.00

5 Hours \$12.00

20 Hours \$35.00

50 Hours \$75.00

(3) Rentals, Resident fees:

Parks and Recreation facility and property rentals for special events shall follow regulations outlined in Chapters 117, 130, and 133 of this Code of Ordinance.

Special Events may be subject to additional fees within this Chapter.

Non-Residents of the City of Carrollton will pay an additional 40% of Carrollton resident fees rounded up to the nearest \$1.00.

Damage Deposits for all rentals are \$100, per reservation unless otherwise noted. Deposits for multiple day reservations will be held until the final date on the reservation. Rentals in accordance with Chapter 130.26 of this Code of Ordinance are subject to an additional \$200.00 damage deposit.

(3.1) Recreation Facilities:

Entire facility rentals allow exclusive/private use of the facility; however, at the discretion of the Parks and Recreation Director, some rooms and spaces may not be available.

After-hours rentals will be assessed staffing fees at a rate of \$25.00/hour/staff, and management will determine staffing needs based on times and event type. Some rentals, by Carrollton Municipal Code or at management's discretion, may require an off-duty police officer at Police Department staffing rates.

Audio Visual Equipment is \$25.00 per rental unless otherwise noted.

Meeting Room Set-up and Clean-up is \$50.00/rental date unless otherwise noted. Set-up and Clean-up requests are at the discretion of the Parks and Recreation Director and are dependent upon size and staff availability.

Kitchen add-on in applicable facilities \$25.00/hour.

Crosby Recreation Center, resident hourly fees

Entire facility, after hours only (deposit \$250.00) \$400.00

Broadway and Pioneer Rooms \$30.00

Trinity Room \$90.00

Esports Room \$150.00

Esports Room, Tournament day rate \$1,000.00

Gym, per half court \$40.00

Gym, per full court \$65.00

Rosemeade Recreation Center, resident hourly fees

Entire facility, after hours only, (deposit \$250.00) \$250.00

Armadillo & Mustang Rooms \$30.00

Bobcat & Multi-purpose Rooms \$35.00

Dance Room \$90.00

Esports Room \$150.00

Esports Room, Tournament day rate \$1000.00

Gym, per half court \$40.00

Gym, per full court, per hour \$65.00

Josey Ranch Lake Senior Center, resident hourly fees

Texas Room, day rate, (10 hours) (\$250.00 deposit) \$2,000.00

Texas Room, 3 hour minimum (\$250.00 deposit) \$250.00

Texas Room A \$80.00

Texas Room B \$170.00

Round-Up Room \$60.00

Tumbleweed Room \$15.00

Blue Bonnet and Lone Star Rooms \$25.00

Elm Fork Nature Center, resident hourly fee (to include interior classroom, restroom, and outdoor patio ONLY, \$75.00

(3.2) *Parks:*

Park Permit:

As outlined in Chapter 133 of this Code of Ordinance, Park Permits may be required for special park use. Park Permits are provided on an 'as is' term for property and amenities at the requested location. Alterations or enhancements are at the discretion of the Parks and Recreation Director. Park Permits are not subject to a Damage Deposit; however, maybe liable for damages during permit duration.

Resident fees:

Per Occurrence \$25.00

Annual per Individual \$500.00

Carrollton Amphitheater, resident hourly fee: (includes restrooms and lights) \$50.00

Mary Heads Carter Park Pavilion, resident hourly fee: (Pavilion Only) \$50.00

McInnish and Josey Ranch Sports Complex resident fees:

5K rentals/Events \$400.00 for the first four hours,
plus \$75.00 each additional hour

Gazebo in Historic Downtown Carrollton, resident hourly fee: (includes green space inside the public sidewalks around the Square) \$120.00

A.W. Perry Homestead Museum, resident hourly fee: (includes exterior of house and barn within the paved pathway outlining the buildings, gazebo and restrooms) \$120.00

(4) *Rosemeade Rainforest fees:*

Pool use fees:

Admission resident, per person, weekdays \$5.00
Admission resident, per person, weekends \$6.00
Admission nonresident, per person, weekdays \$9.00
Admission nonresident, per person, weekends \$10.00
Age 2 and under Free

Passes:

Book of 20 passes (individual, resident) \$90.00
Book of 20 passes (individual, nonresident) \$120.00
Individual season pass (resident) \$50.00
Individual season pass (nonresident) \$60.00
Family season pass up to four family members, resident (photo ID required) \$120.00
Family season pass up to four family members, nonresident (photo ID required) \$150.00
Family season pass add-on, per additional member, resident (photo ID required) \$10.00
Family season pass add-on, per additional member, nonresident (photo ID required) \$15.00

Pool rental fees for Rosemeade Rainforest or Rosemeade Main Pool:

Resident Guests	2 Hours	4 Hours
1—200	\$400.00	\$800.00
Over 200	\$550.00	\$1,100.00
Nonresident Guests	2 Hours	4 Hours
1—200	\$550.00	\$1,100.00

Over 200	\$700.00	\$1,400.00
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Additional lifeguard, per hour \$25.00

Party table (8' or 10') rentals per hour (resident) weekends \$10.00

Party table (8' or 10') rentals per hour (nonresident) weekends \$15.00

(5) *Athletic Facility fees:*

General fees:

Sports field, per field (resident) \$30.00/hour

Sports field, per field (nonresident) \$35.00/hour

Sports field, per complex (resident), per day \$800.00

Sports field, per complex (nonresident), per day \$1,000.00

Sports field lighting, per field, per hour \$20.00

Sports field professional use fee, per hour.... \$100.00 with a minimum of \$350.00 per use.

Sand beach volleyball rental (no deposit required), per day/per court (resident) \$15.00

Sand beach volleyball rental (no deposit required), per day/per court (nonresident) \$20.00

Field/event preparation, per hour, per worker \$25.00

Youth Association field rental no-show, per occurrence, per field \$25.00

Tournament deposit \$500.00

Gate fee Agreement through contract

Concession, promotional sales, and gate fee Agreed percent by contract

Baseball/softball practice field rental program member rates:

Annual membership (team) \$300.00

Annual membership (league/organization) \$750.00

Member sports field rental, per field, per hour \$20.00

Member sports field lighting, per field, per hour \$15.00

Scoreboard/equipment agreement:

Replacement cost (if damaged or lost) Actual cost to repair or replace
Scoreboard controller deposit \$50.00

Keys:

Repair or replacement Actual cost

Special events, for profit:

Deposit (depending on size of event) \$2,500.00 to \$5,000.00

Rental fee, per complex \$2,500.00

Field preparation, per hour/staff \$25.00

Concession, promotional sales, and gate fee Agreement through contract

(6) *Oak Creek Tennis Center, resident fees:*

Patrons may receive a 25% resident discount, rounded to the nearest \$1.00, when proof of Carrollton residency is shown.

Programs:

Schedule of fees for classes and programs will be determined by written agreement, Parks and Recreation Director or other City Manager designee and will be made available for review online and at the facility.

Oak Creek Tennis Center Court Fees:

Per 1.5 hours, per person, up to four players \$3.00 - \$10.00

Satellite Park Court Fess;

Hourly, per court \$2.00 - \$9.00

Rental:

Ball machine (includes facility entry):

Hourly \$15.00 - \$25.00

30-Day pass, 1 hour use \$50.00 - \$80.00

(7) *Tree ordinance fee:*

Mitigation, per caliper inch \$225.00

(H) *Planning.*

(1) Preliminary plat or final plat\$500.00

(2) Administrative plat, amending plat, conveyance plat or re-plat\$300.00

(3) Technical site plan\$500.00

As-built prints:

11" x 17"\$1.50

18" x 24"\$2.00

36" x 24"\$3.00

(4) Zoning change:

Special use permit for a restaurant with a private club\$650.00

Planned developments\$1,000.00

All other special use permits and zoning changes\$500.00

(5) Zoning verification letters: \$50.00

(6) Comprehensive plan amendment\$500.00

(7) Miscellaneous planning applications:

Median variance\$500.00

Alternate facade\$500.00

Alternate landscape plan\$500.00

Sidewalk waiver\$500.00

Tree preservation\$130.00

All other requests\$130.00

(8) Documents and maps:

Maps, up to 36" x 48"\$10.00

Copies of enlarged plans from applications:

11" x 17"\$1.50

18" x 24"\$2.00

36" x 24"\$3.00

(I) *Police.*

(1) *Definitions:*

Initial permit. An initial permit is an alarm permit issued for a period of one year.

Renewal permit. A renewal permit is an alarm permit issued by the city before the expiration of an initial or renewal permit. The renewal permit effective date is the anniversary date of the prior permit. After expiration of a permit, it may not be renewed, and a new initial permit must be obtained.

(2) *Permits:*

Commercial alarm permits, per year:

Initial permit\$75.00

Renewal permit\$50.00

Residential alarm permits, per year:

Initial permit\$50.00

Renewal permit\$25.00

Alarm permit revocation appeal fee\$25.00

Handbills, per six-month period\$50.00

Solicitors, per six-month period\$50.00

Individual solicitor certificate, per six-month period\$10.00

Individual handbill distributor certificate, per six-month period\$10.00

(3) *Alarm system false alarm fees:*

False burglar alarm response charge based on number of false alarm responses in the previous 12-month period:

1st to 3rdNo charge

4th and 5th\$50.00

6th and 7th\$75.00

8th and more\$100.00

False alarm (other than burglar) response charge based on number of false alarm responses in the previous 12-month period:

1st and 2ndNo charge

3rd and more\$100.00

(4) *Other fees:*

Fingerprinting fee, per fingerprint card\$10.00

Clearance letter\$4.00

Clearance letter—notarized\$5.00

(J) *Public Works Department.*

(1) *Water connection (tap) fees:*

(a) *Single-family residential:*

New services:

When the developer provides 1" copper service, meter box and connection:

¾" meter\$65.00

1" meter\$125.00

Existing services:

Where there is an existing 1" copper service to the property with a ¾" meter and the customer wishes to have a 1" meter installed\$860.0
(includes the 1" meter, 1" loop and new meter can)

In the absence of a 1" water service to the property, the City's total cost of materials, labor and equipment costs (includes the 1" meter, the 1" loop and new meter can)

For any service larger than 1", the cost shall be the city's total cost of materials, labor and equipment.

Section 52.075, relating to impact fees, is not applicable where existing service to an existing structure is increased to a 1" or 1 ½" meter.

(b) *Multi-family, commercial, industrial, retail, office or any other nonresidential use:*

New service:

All new commercial service shall be provided by owner.

Existing services:

1) All new commercial services shall be provided by owner.

2) Any modifications to the meter for the existing water services may be provided by the city and the cost shall be the city's total cost of materials, labor and equipment.

(2) *Sewer connection (tap) fees:*

Single-family residential:

When the developer provides the service:

4" service\$65.00

6" service\$125.00

Complete service provided by cityTotal cost of materials, labor and equipment

Multi-family, commercial, industrial or retail establishmentsTotal cost of materials, labor and equipment

(3) *Public Works general repair services:*

Sewer service call (normal business hours)\$75.00

Sewer service call (after hours)\$150.00

Public Works services during normal and after hours (excluding (J)(1), (2), and (3) above)\$50.00 per employee, per hour, two hour minimum charge, equipment at the standard hourly rate, any applicable material costs

(4) *Use of public rights-of-way:*

For the purposes of this subsection only, the following definitions shall apply:

Facilities: The term "facilities" includes any and all structures and equipment installed in or on the public rights-of-way and includes property owned, operated, leased, licensed, used, controlled, or supplied by, for, or in connection with any person.

Person: The term "person" includes any corporation, government or governmental subdivision or agency, business trust, estate, trust, partnership, association, and any other legal entity.

Rights-of-way: The term "rights-of-way" means the surface of, and the space above and below a public street, road, highway, freeway, land, path, public way or place, alley, court, boulevard, parkway, drive, or other easement now or hereafter held by or under the control of the city, in which the city holds the property rights.

Each person, other than a certificated telecommunications provider, as that term is defined in § 283.002 of the Texas Local Government Code, or a wireless service provider, as the term is defined in § 284.002 of the Texas Local Government Code, or a governmental entity providing just compensation pursuant to an interlocal agreement, shall pay to the city, on an annual basis, \$1.00 per linear foot of city's rights-of-way occupied by said person's facilities, plus an annual fee of \$1,000.00 per public street crossing, such amounts to be payable in advance of the construction, installation, purchase, use, lease, operation, or control of any facilities in the right-of-way.

No public utility holding a franchise agreement with the city providing for different terms of compensation shall be required to pay the fee designated herein.

Pursuant to Chapter 284 of the Texas Local Government Code, the follow fees shall apply:

Application fee:

Network nodes (first five nodes)\$500.00

For each additional node from six up to 30 in the same application
.....\$250.00/node

Node support pole\$1,000.00/pole

Annual rental fee:

Network nodes\$250.00/node

Pole attachment rent\$20.00/pole

Fees may be increased by ½ annual CPI for All Urban Consumers for Texas.
Based line rate is February 2017(CPI-U = 243.603).

(5) *Line locate excavation fee:*

During normal business hoursTotal cost of labor, materials and equipment

(6) *General fees:*

Fire hydrant rehabilitation/sales\$800.00

Deployment of Archer Barriers at private events as required by Special Event Permit.... \$120.00 per hour

Application for right-of-way/easement abandonment\$130.00

Bacteriological water sampling\$75.00

Water meter testing for other entities (not for City of Carrollton water service customers) :

5/8" meter\$30.00

1" meter\$45.00

1.5" meter\$100.00

2" meter\$125.00

(K) *Solid waste.*

(1) *Residential collection service:*

Base services including trash, bulk, recycling, and hazardous waste, per month

\$26.30

Extra trash container, per month, per cart\$9.60

Special bulk pick-up, non-trash day\$35.00 each

Landfill drop off, paid at gate\$18.00 each

- (2) *Apartments* or *apartment house* shall mean a multi-family dwelling as that is defined in Chapter 96 of this Code. Each apartment house serviced by commercial dumpster collection will incur the cost of the service provided plus an additional administrative service fee.

Administrative service fee19% of the total costs of services provided.

Front Load Apartment Services Amount/ Times per Week	1X	2X	3X	4X	5x	6X
3YD	\$77.94	\$155.88	\$233.82	\$311.76	\$389.70	\$467.64
4YD	\$90.24	\$180.48	\$270.72	\$360.96	\$451.20	\$541.44
6YD	\$124.18	\$248.36	\$372.54	\$496.72	\$620.90	\$745.08
8YD	\$ 136.83	\$ 273.66	\$410.49	\$547.32	\$684.15	\$820.98
2 YD Compactor	\$265.80	\$531.60	\$797.40	\$1063.20	\$1329.00	\$1594.80

Apartment Services Amount/Times per Week - Recycling	1X	2X	3X	4X	5x	6X
3YD	\$81.84	\$163.67	\$245.51	\$327.35	\$409.19	\$491.02
4YD	\$94.75	\$189.50	\$284.25	\$379.00	\$473.75	\$568.49
6YD	\$130.39	\$260.79	\$391.18	\$521.57	\$651.97	\$782.36
8YD	\$143.67	\$287.34	\$431.01	\$574.68	\$718.35	\$862.02

Apartment roll-offs:

20 yard \$338.59

30 yard \$405.93

40 yard\$422.83

30 yard compactor roll-off \$385.09

34/35 yard compactor roll-off \$450.69

42 yard compactor roll-off\$456.59

Extra yards\$35.00 per yard

Delivery of container\$100.00

Removal of container\$100.00

Relocation of container\$100.00

Dry run\$100.00 (container is blocked and service cannot be provided).

Extra pickup:

2 yard compactor \$66.45

3 yard \$38.60

4 yard \$49.84

6 yard \$66.70

8 yard \$89.18

Container change out fee:

First 2 change outs per year\$200

3rd or subsequent change out per year\$350

- (3) *Commercial/apartment mixed use sharing a solid waste container:* Services by commercial dumpster collection will incur base costs plus additional charges for the service level provided at the same rates for apartments. Apartment customers may request additional service or containers for additional costs as outlined in section (K)2.

- (4) *Commercial and retail service (for locations that cannot be serviced with typical commercial methods):*

Automated cart, per month, per cart\$ 24.00

Fee for *inadequate number of carts or frequency of collection resulting in container spillage or overflow:*

Administrative fee for inadequate sanitation response\$50.00 + 17% administrative fee

(L) *Tax.*

Mobile homes, per lot, per year\$1.00

Tax certificates\$10.00

(M) *Traffic and transportation.*

Parade permit: - \$25.00

Block party permit (except National Night out)\$25.00

Film permit:

Application fee\$25.00

Total or disruptive use (regular operating hours) of a public building, park, right-of-way, or public area, per calendar day\$500.00

Partial non-disruptive use of a public building, park, right-of-way, or public area, per calendar day\$250.00

Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking (for filming purposes), per block, per calendar day\$50.00

Partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking (for filming purposes), per block, per calendar day\$25.00

Use of city parking lots, parking areas, and city streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles), per block or lot, per calendar day\$50.00

(N) *Utility billing.*

(1) *Water service:*

(a) Minimum monthly charges, including the first 2,000 gallons of use:

Single-family residential domestic and irrigation use\$~~17.14~~~~16.40~~

Commercial (including apartments and portable meters), industrial and commercial irrigation use:

5/8" meter\$~~18.42~~~~17.07~~

1" meter~~\$28.38~~~~26.30~~

1.5" meter~~\$45.03~~~~41.73~~

2" meter~~\$64.99~~~~60.23~~

3" meter~~\$118.17~~~~109.52~~

4" meter~~\$178.04~~~~165.00~~

6" meter~~\$344.35~~~~319.14~~

8" meter~~\$543.92~~~~504.10~~

10" meter~~\$776.76~~~~719.89~~

Fire line—regardless of size~~\$88.99~~~~82.47~~

- (b) Single-family residential domestic use, over the 2,000 gallons included in the minimum charge:

For meter readings taken in the months of October through April:

All use over 2,000 gallons, per 1,000 gallons~~\$4.27~~~~3.92~~

For meter readings taken in the months of May through September:

Next 8,000 gallons, per 1,000 gallons~~\$4.27~~~~3.92~~

Next 15,000 gallons, per 1,000 gallons~~\$5.74~~~~5.27~~

All use over 25,000 gallons, per 1,000 gallons~~\$7.16~~~~6.57~~

- (c) Irrigation use, over the 2,000 gallons included in the minimum charge:

Next 23,000 gallons, per 1,000 gallons~~\$4.59~~~~4.21~~

Next 25,000 gallons, per 1,000 gallons~~\$5.47~~~~5.02~~

Next 50,000 gallons per 1,000 gallons~~\$6.20~~~~5.69~~

Next 100,000 gallons per 1,000 gallons~~\$6.98~~~~6.40~~

All use over 200,000 gallons, per 1,000 gallons~~\$7.78~~~~7.14~~

- (d) Commercial use (including apartments and portable meters), over the 2,000 gallons included in the minimum charge:

All use over 2,000 gallons, per 1,000 gallons~~\$3.16~~~~2.90~~

- (e) Industrial use, over the 2,000 gallon included in the minimum charge:

All use over 2,000 gallons, per 1,000 gallons~~\$2.74~~~~2.51~~

Industrial use rates for water service will apply to customers in the business of assembly or manufacturing of goods and for which water usage equals or exceeds 750,000 gallons per month for nine out of 12 months in a year.

(2) *Sewer service:*

(a) Residential use:

First 2,000 gallons, minimum\$~~19.43~~~~18.44~~

All use over 2,000 gallons, per 1,000 gallons\$~~4.70~~~~4.31~~

(b) Commercial (including apartments), industrial and irrigation minimum monthly charges, including the first 2,000 gallons of use:

5/8" meter\$~~20.46~~~~18.77~~

1" meter\$~~29.64~~~~27.19~~

1.5" meter\$~~44.84~~~~41.14~~

2" meter\$~~63.06~~~~57.85~~

3" meter\$~~111.74~~~~102.51~~

4" meter\$~~166.92~~~~153.14~~

6" meter\$~~318.38~~~~292.09~~

8" meter\$~~500.77~~~~459.42~~

10" meter\$~~713.51~~~~654.60~~

(c) Commercial and industrial use:

All use over 2,000 gallons, per 1,000 gallons\$~~4.83~~~~4.43~~

(d) Sewer billing provisions:

1. As it is generally not practical to meter sewage flows from individual service locations, the following provisions apply for billing sewage volume:

.....

a. Dedicated fire line, irrigation service and portable meters customers do not have sewer use and accordingly will not be charged for sewer treatment.

b. Residential sewer use is calculated using the average water consumption for meter readings taken in the months of January, February and March as the estimated sewer volume per month (winter average approach).

- c. New residential service will be assumed to use 8,000 gallons per month until a winter average can be established. If water use for new service is below 8,000 gallons per month for the first three months of service, the customer may request that the average for the first three months of service be used to estimate sewer volume until a winter average is established.
- d. Commercial and industrial customers sewer use will be deemed the same as water consumption unless customer can demonstrate that a significant portion of water consumption is not flowing into the sanitary sewer system and agrees to install a deduct meter.

(3) *Service deposits:*

Residential service accounts\$75.00

Apartments, per unit\$75.00

Commercial accountsThe larger of \$1000 or one-sixth of the annual average bill at the service location.

Portable meters\$1,900.00

An increased security deposit, in an amount of three times the average monthly bill at the location to be served, for any class of service, shall be required when there is a substantial risk of financial loss to the city.

(4) *Utility service fees:*

Interruption day service fee on past due accounts\$25.00

Repair/replacement of meter and/or related fixtures/accessoriesMaterials plus labor

Notice of pending disconnect for any nonpayment\$25.00

Service connection fee\$15.00

Service connection expedited service, same day service\$75.00

Service connection expedited service, after hours connection\$75.00

Service connection expedited service, next day service\$55.00

Portable fire hydrant meter billings when no monthly read submitted\$250.00 monthly fee plus water usage to be billed when read received.

Two (2) no read fees within a 6-month time frame will result in the meter being repossessed.

Pull and test meter at customer's request

Residential\$100.00, prepaid

Commercial\$200.00, prepaid

If testing proves a defect with the meter, the prepaid fee will be credited to the customer's bill with the next billing cycle.

Multiple attempts for restoration of services, after the 2nd attempt, customer must be present at the service location\$40.00 per attempt

After hours restoration of service..

Fee to restore service when past due payment is collected and meter is contained within a meter can\$60.00

Fee to restore service when past due payment is collected and meter is contained within a meter vault.....\$180.00

Availability of after-hour services limited to:

Restores:

5:30 p.m. to 9:00 p.m. weekdays

12:00 p.m. to 5:00 p.m. weekends and holidays

Sewer requests:

-After 3 p.m. weekdays

24 hours a day weekends and holidays.

(O) *Municipal court.*

- (1) *State Consolidated Fee:* The Municipal Court shall assess a fee to be allocated in accordance with Texas Local Government Code Sec. 133.102, as amended.
- (2) *Local Consolidation Fee:* The Municipal Court shall assess a fee to be allocated in accordance with Texas Local Government Code Sec. 134.103, as amended.
- (3) *State Traffic Fine:* The Municipal Court shall assess a fee in accordance with Texas Transportation Code Sec. 542.4031, as amended.
- (4) *Local Traffic Fine:* The Municipal Court shall assess a fine in accordance with Texas Transportation Code Sec. 542.403, as amended.
- (5) *Child Safety Fee:* The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 102.014, as amended.

- (6) *Reimbursement Fees For Services of Peace Officers*: The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 102.011, as amended.
- (7) *Juvenile Delinquency Prevention Fine*: The Municipal Court shall assess a fine in accordance with Texas Code of Criminal Procedure Art. 102.0171, as amended.
- (8) *Time Payment Reimbursement Fee*: The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 102.030, as amended.
- (9) *Local Youth Diversion Administrative Fee*: The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 45.312, as amended.
- (10) *Failure to Appear Fee*: The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 45.026, Art. 45.050, Art. 45.203, or Art. 45A.264, as each may be amended.

(P) *Cross-connection control and prevention fees:*

(1) *Backflow prevention assembly registration fees:*

There is an annual nonrefundable registration fee for each nonresidential backflow prevention assembly ~~device~~, per ~~each~~ separate ~~assembly device~~ (not applicable to organizations zoned single family related to the beautification of entrances)
~~\$40.00~~~~35.00~~

(2) ~~City~~~~Regulatory authority~~ testing fee:

(a) Fee for a backflow prevention assembly test, for each separate test
~~\$250.00~~~~100.00~~

(b) Fee for a backflow prevention assembly retest, for each retest performed
~~\$100.00~~~~50.00~~

(3) ~~City~~~~Certified~~ backflow prevention assembly tester registration fee:

~~The a~~Annual registration fee for approved testers shall be a nonrefundable fee of
~~\$100.00~~~~75.00~~

(4) *Testing form booklet fees:*

~~We accept TCEQ Form~~~~Fee for a testing form booklet of 30 test forms, each~~
~~\$25.00~~

(5) *Private contractors testing fees:*

There shall be no additional charges by the city for testing conducted by "private" contractors.

(6) *Backflow prevention test report submittal late fees:; per account:.....\$50.00*

(a) 5 days late is \$50.00

(b) 10 days is \$100.00

(c) 15 days \$200.00

(d) Over 15 days water service is terminated

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(7) City Customer Service Inspection (CSI) registration fee for TCEQ licensed CSI's:

The annual registration fee for approved inspectors shall be a nonrefundable fee of \$100.00

(8) Fee for CSI, to be conducted for each separate property \$175.00 for residential properties and \$175.00 per hour for commercial properties.

(a) Fee for late CSI report submittal:

1. 5 days late is \$100.00

2. 7 days is \$200.00

3. Over 7 days water service is terminated

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(Q) *Indian Creek Golf Club.*

Holidays: Memorial Day, July 4th and Labor Day

Reservation Policy: Carrollton residents may reserve tee times ten days in advance; general public may book tee times seven days in advance.

(1) *Green fees:*

	Creek Course	Lakes Course
Weekday (Monday—Thursday, not holidays)		
Open—1:00	\$10.00— \$55.00	\$10.00— \$45.00
1:00—4:00	\$10.00— \$55.00	\$10.00— \$45.00

After 4:00	\$5.00— \$45.00	\$5.00— \$35.00
9 Hole Rate	\$5.00— \$50.00	\$5.00— \$40.00
Junior/Senior/Veteran (Monday-Friday), Junior = age 21 and under, Senior = age 60 and over	\$5.00— \$50.00	\$5.00— \$40.00
Weekend (Friday—Sunday and Holidays)		
Open—1:00	\$10.00— \$65.00	\$10.00— \$55.00
1:00—4:00	\$10.00— \$65.00	\$10.00— \$55.00
After 4:00	\$5.00— \$45.00	\$5.00— \$35.00
9-hole rate	\$5.00— \$50.00	\$5.00— \$40.00

Resident Discount\$5.00 off

Anytime, excluding leagues

Discount is provided to Carrollton residents with proof of residence

(2) *Cart fees:*

Weekdays and weekends\$5.00—\$25.00

(3) *Range fees:*

Practice bag\$3.00—\$20.00

(4) *Player improvement program*\$30.00—\$145.00 per month

(5) *Tournament and special events:*

	Creek Course	Lakes Course
Weekday	\$10.00— \$85.00	\$10.00— \$85.00
Weekend	\$10.00— \$85.00	\$10.00— \$85.00

(6) *Clubhouse/pavilion rental: \$50.00—\$200.00/hour*

(7) *Annual pass programs:\$600.00 to \$3,600.00*

(R) Failure to pay any fee provided for herein shall be a misdemeanor punishable by a fine as provided in section 10.99.

(S) Allegation and evidence of a culpable mental state is not required for proof of an offense as defined by this subsection.

(T) The city shall not be required to pay any fee herein.

(U) All construction fees, including building permit fees, impact fees, plating fees and project permit fees (fences, electrical, plumbing, etc.) shall be waived for any property which is located within a Neighborhood Empowerment Zone. Such waiver is applicable to new development or construction, and renovation, repair or rehabilitation of an existing structure.

Such waiver shall not apply to:

- Any fees related to the use of a city facility; or
- Any fees associated with the Apartment Crime Reduction Program; or
- Any fees associated with the Single-Family Rental Inspection Program; or
- Any fines or penalties related to any enforcement action of the City of Carrollton; or
- Any parade or special event permit fees.

(V) *City Secretary.*

(1) Charges for issuance of the TABC permit: Not to exceed charges as set by the State of Texas.

(W) *Municipal Drainage Utility System Fee Schedule*

(1) Establishment of Drainage Utility Fee

The drainage utility fee set forth in this subsection is adopted pursuant to Chapter 177 of the Carrollton Code of Ordinances and shall be collected through the City's bill for public utilities pursuant to subsection Sec. 31.01(N) and Ch. 52, Subchapter IV of the Carrollton Code of Ordinances, and other applicable law.

(2) Impervious Area; Fee Assessed

- (a) Drainage utility fees shall be charged based on a property's contribution to the public drainage utility system. The contribution shall be based on the impervious area ("IA") for the property.
- (b) The drainage utility fee, payable monthly, shall be established with respect to all property according to the following schedule:

Property Type	Monthly Drainage Utility Fee
Single-Family Residential	Tier 1 - \$4.00* Tier 2 - \$7.25 Tier 3 - \$11.40
All Other Non-Exempt Property	\$8.40 per ERU**

*Tier 1 = less than 2,100 sq. ft. impervious area ("IA")

Tier 2 = 2,100-4,500 sq. ft. IA

Tier 3 = greater than 4,500 sq. ft. IA

**ERU (Equivalent Residential Unit) = 3,300 square feet impervious area

- (c) A minimum charge of one (1) ERU shall be applied to each non-exempt non-single family residential developed property, regardless of classification.

(3) Exemptions

- (a) State Mandated Exemptions: The following property shall not be assessed a drainage utility fee, as required by section 552.053, subchapter C of Texas Local Government Code, and section 580.003 of Texas Local Government Code:

- (i) Property held and maintained in its natural state, until such

time that the property is developed and all of the public infrastructure constructed has been accepted by the City in which the property is located for maintenance;

- (ii) A subdivided lot, until a structure has been built on the lot and a Certificate of Occupancy has been issued by the City;
- (iii) Property with proper construction and maintenance of a wholly sufficient and privately owned drainage system;
- (iv) State property; and
- (v) Public or private institutions of higher education property.

(b) Additional Exemptions: As permitted by Section 552.053, Subchapter C of Texas Local Government Code, and Section 580.003 of the Texas Local Government Code, the City has determined property owned by the following shall not be assessed a drainage utility fee:

- (i) City;
- (ii) County;
- (iii) Independent School Districts or Open-Enrollment Charter Schools; and
- (iv) Tax Exempt religious institutions.”

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SECTION 2

All ~~o~~Ordinances or parts of ~~O~~Ordinances inconsistent or in conflict with this Ordinance shall be and are hereby repealed.

SECTION 3

Save and except as amended by this Ordinance, all other ~~o~~Ordinances of the City of Carrollton, Texas shall remain in full force and effect.

SECTION 4

The provisions of this Ordinance are severable in accordance with Section 10.07 of the Code of Ordinance, City of Carrollton, Texas.

SECTION 5

This ~~O~~Ordinance shall take effect from and after ~~January 1, 2026, unless otherwise stated~~ herein ~~October 1, 2025.~~

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PASSED AND APPROVED THIS ~~2ND~~^{9th} DAY OF ~~DECEMBER~~^{SEPTEMBER} 2025.

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City Of Carrollton, Texas

By: _____
Steve Babick, Mayor

ATTEST:

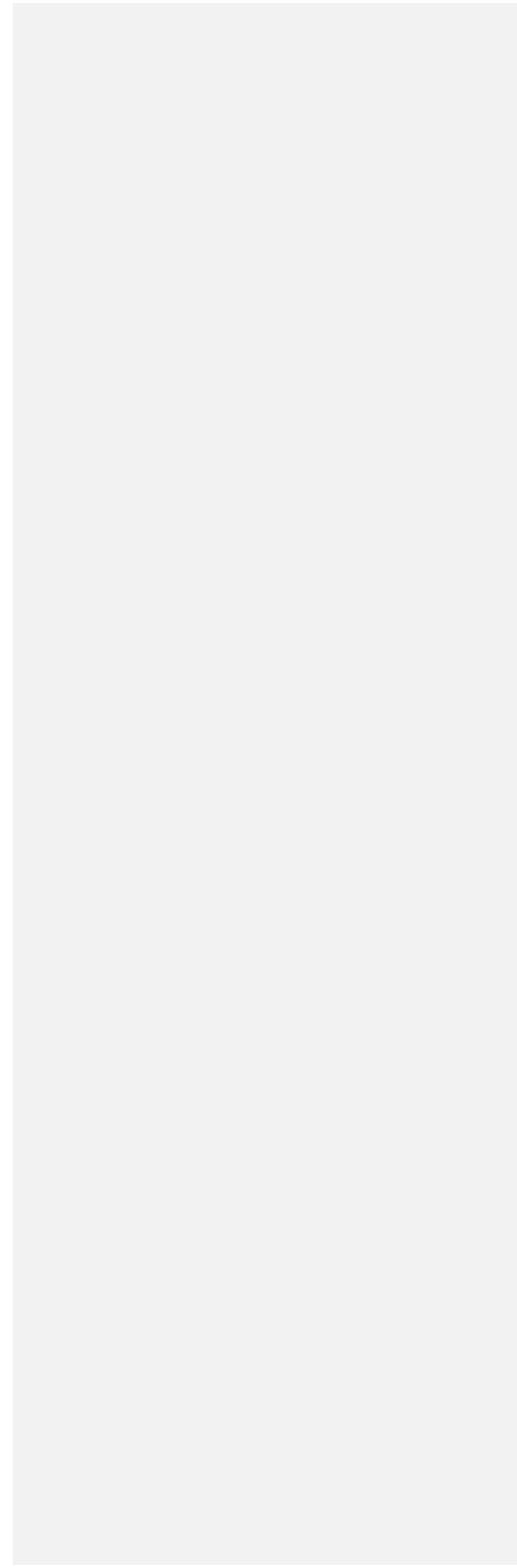
Chloe Sawatzky, City Secretary

APPROVED AS TO FORM:

Meredith Ladd, City Attorney

APPROVED AS TO CONTENT:

Melissa Everett, Finance Director



ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AMENDING CHAPTER 31, THE COMPREHENSIVE FEE SCHEDULE OF THE CARROLLTON CITY CODE; CONTAINING SAVINGS, SEVERABILITY, AND REPEALING CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE OF JANUARY 1, 2026.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:

SECTION 1

Chapter 31, Comprehensive Fee Schedule, of Title III, Administration, of the Carrollton Code of Ordinances is amended to read as follows:

“CHAPTER 31. COMPREHENSIVE FEE SCHEDULE

Sec. 31.01. - Establishment of fees for city services.

The following fee schedule is hereby established and the following fees shall be charged for various services rendered by the city.

(A) *General fees.*

- (1) *General returned check, credit card and debit card fees:\$35.00*
- (2) *Fidelity Express returned check fees:\$38.50*

Checks, drafts or instruments tendered to the city for amounts owed to the city which are returned unpaid through the city depository as uncollected funds (excluding any occurrence resulting from any documentable depository error or omission).

- (3) *Collection agency fees:\$10.00*

Receivables owed to the city by individuals and businesses for over 60 days and for which two notices of amounts owed have been sent may be assigned to an outside agency for collection.

- (4) *Credit/debit card convenience fees, per transaction:3.5% of transaction*

Convenience fee to be assessed on all transactions.

- (5) *Charges for providing copies of public information:*

Not to exceed charges as set by the State of Texas.

- (6) *After-hours services (per hour)\$40.00*

Services performed outside normal business hours are billed per employee per hour with a two-hour minimum charge. Equipment and materials are billed at normal hourly rates.

(7) *After-hours administration fee:\$25.00*

Administrative fee assessed for processing charges for after-hours services.

(B) *Building inspection.*

(1) *Project permits (includes plumbing, electrical and mechanical permits and certificate of occupancy fees):*

Application fee, nonrefundable\$125.00

New dwellings up to four units, per unit\$1,100.00

Pool or spa\$200.00

Temporary buildings and trailers\$75.00

New commercial, apartments, accessory, additions, remodels and finish-outs, per \$1,000.00 valuation (minimum \$125.00)\$6.00

Residential remodel\$125.00

(2) *Specific permits:*

Annual permits, per year\$200.00

Banner\$25.00

Building (storage shed)\$50.00

Certificate of occupancy\$100.00

Demolition\$125.00

Electrical, per \$1,000.00 valuation (minimum \$75.00)\$4.00

Fence\$50.00

Fire sprinkler, per \$1,000.00 valuation (minimum \$75.00)\$4.00

Fire alarm, per \$1,000.00 valuation (minimum \$75.00)\$4.00

Irrigation, per \$1000.00 valuation (minimum \$75.00)\$4.00

Mechanical, per \$1,000.00 valuation (minimum \$75.00)\$4.00

Moving (structures in right-of-way)\$75.00

Plumbing, per \$1,000.00 valuation (minimum \$75.00)\$4.00

Real estate sign annual renewal\$50.00
Retaining wall\$50.00
Satellite dish\$50.00
Sign\$125.00
Rainwater harvesting\$25.00
Wind turbine\$75.00
Solar panel\$125.00
Special event—no food sales\$50.00
Special event—food sales50.00 per food vendor
Tent\$50.00
Curb cut\$100.00
Above/below grade storage tank installation or removal\$100.00 per tank
Mobile refueling, per address, per year\$250.00

(3) *Service fees:*

Inspection/engineering fees:

See Section 31.01 (C).1

Commercial permit storm water pollution protection plan inspection fee\$50.00

Commercial permit utility release processing fee\$50.00

Re-inspection\$50.00

Special inspection\$50.00

Temporary service/construction heat\$100.00

Snow cone stand removal deposit\$350.00

(Will be refunded in full provided the structure is removed at certificate of occupancy expiration. Un-refunded deposit will be used to defer cost of removal by city if necessary.)

Administrative process fee for special event, film, block party (except National Night Out) and parade permits\$25.00

(4) *Appeal boards:*

Construction Advisory and Appeals Board\$200.00

Board of Adjustment\$200.00

(5) *Exceptions:*

- (a) Building permit and board filing fees are not required for facilities on property both owned and used by the following:
 - 1. Federal government.
 - 2. State government.
 - 3. County government.
 - 4. City government.
 - 5. Public school districts.
- (b) Building permit fees are not required for home construction projects built by the Carrollton-Farmers Branch Independent School District Trade School.
- (c) Fees are not required for permits issued to contractors hired by the city to clear visibility obstructions constructed legally prior to adoption of the Ordinance No. 1325, passed November 11, 1986 and referred to as the Visibility Ordinance.
- (d) Fees are exempted for work conducted in Neighborhood Empowerment Zones, as enumerated and established by Council Resolution #3608.

(C) *Engineering:*

(1) *Inspection fees:*

- (a) \$45.00 per hour with a minimum fee of \$90.00
- (b) Inspections occurring outside of normal business hours will incur a \$67.50 per hour fee with a minimum fee of \$135.00.
- (c) Grading Improvements – One hour per 170 square feet calculated at \$0.265 per square foot.
- (d) Water and/or Wastewater Improvements – One hour per 50 linear feet calculated at \$0.90 per linear foot.
- (e) Drainage Improvements – One hour per 50 linear feet calculated at \$0.90 per linear foot.
- (f) Paving Improvements – One hour per 170 square feet calculated at \$0.265 per square foot.
- (g) Sidewalk Improvements – One hour per 170 square feet calculated at \$0.265 per square foot.
- (i) Screening Wall/Fence Improvements – One hour per 50 linear feet calculated at \$0.90 per linear foot.

(2) *Plan review:*

- (a) Review of construction plans for infrastructure (streets, water, wastewater, storm drainage), per acre of development\$150.00
- (b) Review of re-submittals of construction plans for infrastructure (streets, water, wastewater, storm drainage) for the fourth and each subsequent submittal\$250.00

(3) *Street signs and markings:*

Intersection signs and markings, per intersection\$435.00

Fire hydrant markers, per hydrant\$5.00

Street light assessment, per linear foot\$12.00

(D) *Environmental Services Department.*

(1) *Animal Services Division:*

City registration fees:

Dogs and cats, unaltered\$50.00/year

Dogs and cats neutered or spayed\$10.00/year

Dangerous dogs\$100.00/year

Potbellied pigs\$10.00/year

Duplicate (replacement) license tags\$2.00/each

Adoption fee\$5.00/animal (previously vetted)

Adoption fee\$10.00/animal (non-vetted)

Adoption fee\$60.00/pre-vetted animal

Boarding fee per animal (daily for all or part of any other day)\$10.00/day

Quarantine fee\$15.00/day

1st impoundment within a 12-month period\$75.00

2nd impoundment within a 12-month period\$100.00

3rd or more impoundment within a 12-month period\$150.00

Exception:

Fee for the first impound fee in any twelve consecutive month period may be reduced by the following amounts if the animal, at the time of impound is:

Sterilized\$40.00

Currently vaccinated against rabies\$10.00

Currently registered with the city\$10.00

Identified by traceable identification\$15.00

Microchipping per animal\$15.00

Livestock impoundment fee\$50.00/head

Feed and care for livestock\$15.00/day

Owner's release to city\$50.00

Home quarantine checks for two visits\$30.00

Home isolation fee (45 days, includes two visits)\$30.00

Home isolation fee (90 days, includes four visits)\$60.00

Euthanasia of animals\$40.00

Rabies testing\$40.00

Vet clinic dead animal removal service\$50.00/month

Permit to keep chickens\$20.00/year

Permit to keep bees\$20.00

Additional fee when permit applied for with an active ordinance enforcement case\$20.00

(2) *Environmental Quality Division*

Food permits:

Retail food stores, as defined under the Carrollton Food Establishment Policy, per year.....\$770.00

Heavy food prep establishment permit for heavy food prep establishments, as defined under the Carrollton Food Establishment Policy, per year\$450.00

Light food prep establishment permit for light food prep establishments, as defined under the Carrollton Food Establishment Policy, per year\$370.00

No food prep establishment permit, as defined under the Carrollton Food Establishment Policy, per year\$250.00

Additional food establishment permit for each additional food service, food store, or food vending operation contained within a structure holding a heavy or light food prep establishment permit, per year\$320.00

Temporary food establishment permit for change of ownership, per 14 days.....\$75.00

Farmer's market permits:

Farmer's market operator permits, per year\$150.00

Farmer's market concession vendor permit, per year\$100.00

Re-inspection fee for food establishments failing to meet code standards at first inspection, per hour, two-hour minimum\$45.00

Industrial pretreatment program (IPP):

IPP permit, per year\$400.00

IPP sampling and analysisActual cost + 15%

Administrative fee for IPP sampling and analysis, per event\$50.00

Spill response and cleanups:

Administrative fee for any spill response\$50.00

City conducted spill mitigation or cleanupActual cost + admin. fee

Sampling and analysis for complaints, spill and enforcement activities
.....Actual cost + 15%

Liquid waste hauler program (LWH):

LWH vehicle permit, per year\$150.00

LWH additional vehicle permit per owner, per year\$100.00

LWH trip ticket books\$25.00

On-site LWH inspection\$80.00

Late payment fee for any permit, spill response, inspection, sampling or IPP fee, per month\$50.00

Follow-up re-inspection for noncompliance after initial inspection and re-inspection (non-food establishments), per hour, two-hour minimum\$45.00

Municipal setting designation:

- (1) An application will not be accepted until the initial filing fee has been paid. An application will not be placed on a city council agenda until the additional processing fee has been paid.
 - (2) The applicant shall pay the fees to the designated city official. The designated city official shall deposit fees received in the official city depository not later than the next business day following receipt of the funds.
 - (3) No refund of the fees may be made.
 - (4) The initial filing fee for a municipal setting designation ordinance is \$2,500.00. The applicant is further required to pay all fees associated with mailed and published notices of the application. The designated city official shall not mail notices or advertise the public meeting until the estimated cost of mailing notices and advertising the public meeting is paid by the applicant. The designated city official shall not place a municipal setting designation ordinance on a City Council agenda until an additional technical processing fee of \$5,000.00 is paid.
- (4) *Pool code:*
- Health permit fee for first pool at a location/facility\$100.00 per year
- Health permit fee for each additional pool at a location/facility\$50.00 per year
- Health permit fee for each spa at a location/facility\$50.00 per year
- Health permit fee for first interactive water feature and fountain (IWFF) at a location/facility\$150.00 per year
- Health permit fee for each additional IWFF at a location/facility\$150.00 per year
- (3) *Community Services Division*
- Administrative fee for mowing and cleaning property and abating any property maintenance violation, per violation \$150.00
- Apartment license fee, per year, for each unit on premises (occupied or unoccupied); \$13.00 per unit, minimum of \$250.00 per year
- Single-family rental registration fee \$75.00 per year
- Follow-up re-inspection fee for noncompliance after initial inspection and re-inspection (single-family and duplex residential property), per hour \$45.00
- Sign removal fee (as established in section 151.98), per sign \$30.00
- Filing of compliance order at county court of record:
- Standard filing by first class mail filing fee established by county plus \$40.00

Expedited filing by next day personal delivery filing fee established by county plus \$100.00

Hotel code:

Lodging License Fee (Hotel) per year, for each unit on premises (occupied or unoccupied) \$13.00; minimum of \$250.00 per year

Bed and Breakfast Lodging License Fee...\$250.00 per year

Short-term Rental Lodging License Fee...\$250.00 per year

Re-inspection fee during license period, per hour \$45.00, two-hour minimum

Appeals to Property Standards Board \$200.00

(E) *Fire.*

(1) *Definitions.* For purposes of this division only, the following definitions shall apply:

Nonresident: A nonresident is a person who does not reside within the city limits.

Resident: A resident is a person who resides within the city limits.

(2) *Ambulance transport:*

Residents:

Basic life support\$750.00

Advanced life support, level 1\$850.00

Advanced life support, level 2\$950.00

Non-residents:

Basic life support\$850.00

Advanced life support, level 1\$950.00

Advanced life support, level 2\$1050.00

These levels of transport are as defined in the Medicare Index.

(3) *Disposable supplies fees:*

Basic life support\$200.00

Advanced life support\$400.00

Oxygen supplies\$150.00

(4) *EMS mileage charge:*

Transporting persons by ambulance, per mile\$15.00

(5) *Recovery from hazardous materials responses—natural gas line cuts by contractors:*

Engine:

First hour (or portion thereof)\$300.00

Per ¼ hour thereafter\$75.00

Truck:

First hour (or portion thereof)\$400.00

Per ¼ hour thereafter\$100.00

Medic:

First hour (or portion thereof)\$200.00

Per ¼ hour thereafter\$50.00

(6) *Inspection fees:*

After hours inspections\$50.00
per hour, two hour minimum

Re-inspection:

2nd reinspection\$50.00

3rd reinspection\$100.00

All after 3rd reinspection\$250.00
each

(7) *Facility fees:*

Hazardous materials facility\$250.00
per year

Materials recycling facility\$250.00
per year

Factory/industrial facility\$250.00 per year

Flammable/combustible storage facility\$250.00 per year

(F) *Library.*

(1) *Lost/damaged library material fees:*

Interlibrary loan materialsCost as assessed by lending library

Media case\$5.00

BinocularsActual cost

All other materialsActual price plus \$5.00 processing fee

(2) *Library service fees:*

Headphones\$4.00

Replacement library card fee\$1.00

Computer printing, per page\$0.15

Copier printing, per page\$0.15

Color Printing, per page.....\$0.50

Flash drives, eachcost plus \$0.05 rounded up to the next quarter dollar

(3) *Room rental fees:*

Josey Ranch Lake Library Meeting Room, per hour\$25.00

Josey Ranch Lake Library Environmental Classroom, per hour\$15.00

Josey Ranch Lake Library Conference RoomNo charge

Hebron & Josey Library Meeting Room 1, per hour\$15.00

Hebron & Josey Library Meeting Room 2, per hour\$25.00

Hebron & Josey Library Meeting Room 1 & 2, per hour\$25.00

Hebron & Josey Library Conference RoomNo charge

(4) *Full access library card:*

Annual membership:

Residents of Carrollton and reciprocal partner citiesFree

City of Carrollton employeesFree

Non-residents\$40.00

(G) *Parks and recreation.*

(1) *General fees:*

At the discretion of the Parks and Recreation Director or other City Manager designee, residents from other cities may qualify for Carrollton resident fees when a partnership is in place and is mutually beneficial to the City. Furthermore, fees for services may be adjusted or waived, with City approval, when reimbursed by a third party for fitness or health programs.

Programs:

Schedule of fees for classes and programs will be determined by the Director of Parks and Recreation or other City Manager designee and will be made available for review online and at the facilities.

Non-Residents of the City of Carrollton participating in recreation classes or programs will pay an additional 25% of Carrollton Resident fees rounded up to the nearest \$1.00. Leagues that require team registration may receive a 25% resident discount rounded to the nearest \$1.00 when the team manager provides proof that no less than 50% of the roster consists of Carrollton residents.

Financial Assistance:

Financial assistance is provided to Residents of Carrollton based on their total household income. Qualifying residents are awarded \$50 per person within their household. Those funds can be used for up to 50% of program or membership fees only, reservations, permits or special events do not qualify for assistance.

Promotions:

Discounts may be allowed at the Parks and Recreation Director's discretion up to \$10.00 off or membership fees for 13 months for the price of 12 months.

- (2) Membership, Resident fees – Includes: weight and cardio rooms, fitness equipment for members, and classrooms, except when reserved for rentals, city programming, or otherwise posted at the facility.

Additional amenities included in memberships which are facility specific:

Rosemeade Recreation Center: gyms, elevated track, Fitness on Demand, multi-purpose room, dance room, racquetball courts, and open play sports such as badminton, volleyball, basketball, and pickleball (as posted at the facility). Additionally, annual membership includes 8 hours of use per person in the esports center.

Crosby Recreation Center: gym, functional fitness room, open play sports such as volleyball, basketball, and pickleball (as posted at the facility). Additionally, annual membership includes 8 hours of use per person in the esports center.

Senior Center: various self interest groups (as posted at the facility).

City employee: No fee, but subject to federal taxation on value of individual rate

City employee family, up to four family members: is equal to the resident rate less the individual rate, and is subject to federal taxation on value of employee pass

Carrollton Corporate Membership: When a Carrollton business provides memberships on behalf of their employees, or employees of partnering Independent School Districts - is equal to the individual resident rate.

Non-Residents of the City of Carrollton will pay an additional 50% of Carrollton Resident fees rounded up to the nearest \$1.00

Active military on leave (for the duration of leave) \$5.00

Replacement card \$5.00

(2.1) All Access Recreation Center (Crosby, Rosemeade, and Senior Centers) fees:

Annual:

Senior citizen (age 65+) and youth \$55.00

Adult (age 16—64) \$130.00

Family, up to four family members \$250.00

Additional member on family membership \$30.00

Three months:

Senior citizen (age 65+) and youth \$25.00

Adult (age 16—64) \$55.00

One month: \$25.00

Day pass:

Senior citizen (age 65+) and youth (age 9—15) \$5.00

Adult (age 16—64) \$8.00

(2.2) Limited Use Recreation Center fees:

Crosby Recreation Center ONLY:

Annual:

Senior citizen (age 65+) & Youth (age 9-15) \$45.00

Adult (age 16—64) \$95.00

Family, up to four family members \$175.00

Additional member on family membership \$20.00

Three months:

Senior citizen (age 65+) and youth (age 9-15) \$20.00

Adult (age 16—64) \$40.00

Day pass:

Senior citizen (age 65+) and youth (age 9-15) \$5.00

Adult (age 16—64) \$8.00

Carrollton Senior Center ONLY:

Annual \$30.00

Day \$5.00

Esports Center ONLY:

1 Hour \$5.00

5 Hours \$12.00

20 Hours \$35.00

50 Hours \$75.00

(3) Rentals, Resident fees:

Parks and Recreation facility and property rentals for special events shall follow regulations outlined in Chapters 117, 130, and 133 of this Code of Ordinance.

Special Events may be subject to additional fees within this Chapter.

Non-Residents of the City of Carrollton will pay an additional 40% of Carrollton resident fees rounded up to the nearest \$1.00.

Damage Deposits for all rentals are \$100, per reservation unless otherwise noted. Deposits for multiple day reservations will be held until the final date on the reservation. Rentals in accordance with Chapter 130.26 of this Code of Ordinance are subject to an additional \$200.00 damage deposit.

(3.1) Recreation Facilities:

Entire facility rentals allow exclusive/private use of the facility; however, at the discretion of the Parks and Recreation Director, some rooms and spaces may not be available.

After-hours rentals will be assessed staffing fees at a rate of \$25.00/hour/staff, and management will determine staffing needs based on times and event type. Some rentals, by Carrollton Municipal Code or at management's discretion, may require an off-duty police officer at Police Department staffing rates.

Audio Visual Equipment is \$25.00 per rental unless otherwise noted.

Meeting Room Set-up and Clean-up is \$50.00/rental date unless otherwise noted. Set-up and Clean-up requests are at the discretion of the Parks and Recreation Director and are dependent upon size and staff availability.

Kitchen add-on in applicable facilities \$25.00/hour.

Crosby Recreation Center, resident hourly fees

Entire facility, after hours only (deposit \$250.00) \$400.00

Broadway and Pioneer Rooms \$30.00

Trinity Room \$90.00

Esports Room \$150.00

Esports Room, Tournament day rate \$1,000.00

Gym, per half court \$40.00

Gym, per full court \$65.00

Rosemeade Recreation Center, resident hourly fees

Entire facility, after hours only, (deposit \$250.00) \$250.00

Armadillo & Mustang Rooms \$30.00

Bobcat & Multi-purpose Rooms \$35.00

Dance Room \$90.00

Esports Room \$150.00

Esports Room, Tournament day rate \$1000.00

Gym, per half court \$40.00

Gym, per full court, per hour \$65.00

Josey Ranch Lake Senior Center, resident hourly fees

Texas Room, day rate, (10 hours) (\$250.00 deposit) \$2,000.00

Texas Room, 3 hour minimum (\$250.00 deposit) \$250.00

Texas Room A \$80.00

Texas Room B \$170.00

Round-Up Room \$60.00

Tumbleweed Room \$15.00

Blue Bonnet and Lone Star Rooms \$25.00

Elm Fork Nature Center, resident hourly fee (to include interior classroom, restroom, and outdoor patio ONLY, \$75.00

(3.2) *Parks:*

Park Permit:

As outlined in Chapter 133 of this Code of Ordinance, Park Permits may be required for special park use. Park Permits are provided on an ‘as is’ term for property and amenities at the requested location. Alterations or enhancements are at the discretion of the Parks and Recreation Director. Park Permits are not subject to a Damage Deposit; however, maybe liable for damages during permit duration.

Resident fees:

Per Occurrence \$25.00

Annual per Individual \$500.00

Carrollton Amphitheater, resident hourly fee: (includes restrooms and lights) \$50.00

Mary Heads Carter Park Pavilion, resident hourly fee: (Pavilion Only) \$50.00

McInnish and Josey Ranch Sports Complex resident fees:

5K rentals/Events \$400.00 for the first four hours,
plus \$75.00 each additional hour

Gazebo in Historic Downtown Carrollton, resident hourly fee: (includes green space inside the public sidewalks around the Square) \$120.00

A.W. Perry Homestead Museum, resident hourly fee: (includes exterior of house and barn within the paved pathway outlining the buildings, gazebo and restrooms) \$120.00

(4) *Rosemeade Rainforest fees:*

Pool use fees:

Admission resident, per person, weekdays \$5.00

Admission resident, per person, weekends \$6.00

Admission nonresident, per person, weekdays \$9.00

Admission nonresident, per person, weekends \$10.00

Age 2 and under Free

Passes:

Book of 20 passes (individual, resident) \$90.00

Book of 20 passes (individual, nonresident) \$120.00

Individual season pass (resident) \$50.00

Individual season pass (nonresident) \$60.00

Family season pass up to four family members, resident (photo ID required)
..... \$120.00

Family season pass up to four family members, nonresident (photo ID
required) \$150.00

Family season pass add-on, per additional member, resident (photo ID
required) \$10.00

Family season pass add-on, per additional member, nonresident (photo ID
required) \$15.00

Pool rental fees for Rosemeade Rainforest or Rosemeade Main Pool:

Resident Guests	2 Hours	4 Hours
1—200	\$400.00	\$800.00
Over 200	\$550.00	\$1,100.00
Nonresident Guests	2 Hours	4 Hours
1—200	\$550.00	\$1,100.00
Over 200	\$700.00	\$1,400.00

Additional lifeguard, per hour \$25.00

Party table (8' or 10') rentals per hour (resident) weekends \$10.00

Party table (8' or 10') rentals per hour (nonresident) weekends \$15.00

(5) *Athletic Facility fees:*

General fees:

Sports field, per field (resident) \$30.00/hour

Sports field, per field (nonresident) \$35.00/hour

Sports field, per complex (resident), per day \$800.00

Sports field, per complex (nonresident), per day \$1,000.00

Sports field lighting, per field, per hour \$20.00

Sports field professional use fee, per hour.... \$100.00 with a minimum of \$350.00 per use.

Sand beach volleyball rental (no deposit required), per day/per court (resident) \$15.00

Sand beach volleyball rental (no deposit required), per day/per court (nonresident) \$20.00

Field/event preparation, per hour, per worker \$25.00

Youth Association field rental no-show, per occurrence, per field \$25.00

Tournament deposit \$500.00

Gate fee Agreement through contract

Concession, promotional sales, and gate fee Agreed percent by contract

Baseball/softball practice field rental program member rates:

Annual membership (team) \$300.00

Annual membership (league/organization) \$750.00

Member sports field rental, per field, per hour \$20.00

Member sports field lighting, per field, per hour \$15.00

Scoreboard/equipment agreement:

Replacement cost (if damaged or lost) Actual cost to repair or replace

Scoreboard controller deposit \$50.00

Keys:

Repair or replacement Actual cost

Special events, for profit:

Deposit (depending on size of event) \$2,500.00 to \$5,000.00

Rental fee, per complex \$2,500.00

Field preparation, per hour/staff \$25.00

Concession, promotional sales, and gate fee Agreement through contract

(6) *Oak Creek Tennis Center, resident fees:*

Patrons may receive a 25% resident discount, rounded to the nearest \$1.00, when proof of Carrollton residency is shown.

Programs:

Schedule of fees for classes and programs will be determined by written agreement, Parks and Recreation Director or other City Manager designee and will be made available for review online and at the facility.

Oak Creek Tennis Center Court Fees:

Per 1.5 hours, per person, up to four players \$3.00 - \$10.00

Satellite Park Court Fess;

Hourly, per court \$2.00 - \$9.00

Rental:

Ball machine (includes facility entry):

Hourly \$15.00 - \$25.00

30-Day pass, 1 hour use \$50.00 - \$80.00

(7) *Tree ordinance fee:*

Mitigation, per caliper inch \$225.00

(H) *Planning.*

(1) Preliminary plat or final plat\$500.00

(2) Administrative plat, amending plat, conveyance plat or re-plat\$300.00

(3) Technical site plan\$500.00

As-built prints:

11" x 17"\$1.50

18" x 24"\$2.00

36" x 24"\$3.00

(4) Zoning change:

Special use permit for a restaurant with a private club\$650.00

Planned developments\$1,000.00

All other special use permits and zoning changes\$500.00

(5) Zoning verification letters: \$50.00

(6) Comprehensive plan amendment\$500.00

(7) Miscellaneous planning applications:

Median variance\$500.00

Alternate facade\$500.00

Alternate landscape plan\$500.00

Sidewalk waiver\$500.00

Tree preservation\$130.00

All other requests\$130.00

(8) Documents and maps:

Maps, up to 36" x 48"\$10.00

Copies of enlarged plans from applications:

11" x 17"\$1.50

18" x 24"\$2.00

36" x 24"\$3.00

(I) *Police.*

(1) *Definitions:*

Initial permit. An initial permit is an alarm permit issued for a period of one year.

Renewal permit. A renewal permit is an alarm permit issued by the city before the expiration of an initial or renewal permit. The renewal permit effective date is the anniversary date of the prior permit. After expiration of a permit, it may not be renewed, and a new initial permit must be obtained.

(2) *Permits:*

Commercial alarm permits, per year:

Initial permit\$75.00

Renewal permit\$50.00

Residential alarm permits, per year:

Initial permit\$50.00

Renewal permit\$25.00

Alarm permit revocation appeal fee\$25.00

Handbills, per six-month period\$50.00

Solicitors, per six-month period\$50.00

Individual solicitor certificate, per six-month period\$10.00

Individual handbill distributor certificate, per six-month period\$10.00

(3) *Alarm system false alarm fees:*

False burglar alarm response charge based on number of false alarm responses in the previous 12-month period:

1st to 3rdNo charge

4th and 5th\$50.00

6th and 7th\$75.00

8th and more\$100.00

False alarm (other than burglar) response charge based on number of false alarm responses in the previous 12-month period:

1st and 2ndNo charge

3rd and more\$100.00

(4) *Other fees:*

Fingerprinting fee, per fingerprint card\$10.00

Clearance letter\$4.00

Clearance letter—notarized\$5.00

(J) *Public Works Department.*

(1) *Water connection (tap) fees:*

(a) *Single-family residential:*

New services:

When the developer provides 1" copper service, meter box and connection:

$\frac{3}{4}$ " meter\$65.00

1" meter\$125.00

Existing services:

Where there is an existing 1" copper service to the property with a $\frac{3}{4}$ " meter and the customer wishes to have a 1" meter installed\$860.0
(includes the 1" meter, 1" loop and new meter can)

In the absence of a 1" water service to the property, the City's total cost of materials, labor and equipment costs (includes the 1" meter, the 1" loop and new meter can)

For any service larger than 1", the cost shall be the city's total cost of materials, labor and equipment.

Section 52.075, relating to impact fees, is not applicable where existing service to an existing structure is increased to a 1" or 1 $\frac{1}{2}$ " meter.

- (b) *Multi-family, commercial, industrial, retail, office or any other nonresidential use:*

New service:

All new commercial service shall be provided by owner.

Existing services:

- 1) All new commercial services shall be provided by owner.
- 2) Any modifications to the meter for the existing water services may be provided by the city and the cost shall be the city's total cost of materials, labor and equipment.

- (2) *Sewer connection (tap) fees:*

Single-family residential:

When the developer provides the service:

4" service\$65.00

6" service\$125.00

Complete service provided by cityTotal cost of materials, labor and equipment

Multi-family, commercial, industrial or retail establishmentsTotal cost of materials, labor and equipment

- (3) *Public Works general repair services:*

Sewer service call (normal business hours)\$75.00

Sewer service call (after hours)\$150.00

Public Works services during normal and after hours (excluding (J)(1), (2), and (3) above)\$50.00 per employee, per hour, two hour minimum charge, equipment at the standard hourly rate, any applicable material costs

(4) *Use of public rights-of-way:*

For the purposes of this subsection only, the following definitions shall apply:

Facilities: The term "facilities" includes any and all structures and equipment installed in or on the public rights-of-way and includes property owned, operated, leased, licensed, used, controlled, or supplied by, for, or in connection with any person.

Person: The term "person" includes any corporation, government or governmental subdivision or agency, business trust, estate, trust, partnership, association, and any other legal entity.

Rights-of-way: The term "rights-of-way" means the surface of, and the space above and below a public street, road, highway, freeway, land, path, public way or place, alley, court, boulevard, parkway, drive, or other easement now or hereafter held by or under the control of the city, in which the city holds the property rights.

Each person, other than a certificated telecommunications provider, as that term is defined in § 283.002 of the Texas Local Government Code, or a wireless service provider, as the term is defined in § 284.002 of the Texas Local Government Code, or a governmental entity providing just compensation pursuant to an interlocal agreement, shall pay to the city, on an annual basis, \$1.00 per linear foot of city's rights-of-way occupied by said person's facilities, plus an annual fee of \$1,000.00 per public street crossing, such amounts to be payable in advance of the construction, installation, purchase, use, lease, operation, or control of any facilities in the right-of-way.

No public utility holding a franchise agreement with the city providing for different terms of compensation shall be required to pay the fee designated herein.

Pursuant to Chapter 284 of the Texas Local Government Code, the follow fees shall apply:

Application fee:

Network nodes (first five nodes)\$500.00

For each additional node from six up to 30 in the same application
.....\$250.00/node

Node support pole\$1,000.00/pole

Annual rental fee:

Network nodes\$250.00/node

Pole attachment rent\$20.00/pole

Fees may be increased by $\frac{1}{2}$ annual CPI for All Urban Consumers for Texas.
Based line rate is February 2017(CPI-U = 243.603).

(5) *Line locate excavation fee:*

During normal business hoursTotal cost of labor, materials and equipment

(6) *General fees:*

Fire hydrant rehabilitation/sales\$800.00

Deployment of Archer Barriers at private events as required by Special Event
Permit.... \$120.00 per hour

Application for right-of-way/easement abandonment\$130.00

Bacteriological water sampling\$75.00

Water meter testing for other entities (not for City of Carrollton water service
customers) :

5/8" meter\$30.00

1" meter\$45.00

1.5" meter\$100.00

2" meter\$125.00

(K) *Solid waste.*

(1) *Residential collection service:*

Base services including trash, bulk, recycling, and hazardous waste, per month

\$26.30

Extra trash container, per month, per cart\$9.60

Special bulk pick-up, non-trash day\$35.00 each

Landfill drop off, paid at gate\$18.00 each

(2) *Apartments* or *apartment house* shall mean a multi-family dwelling as that is
defined in Chapter 96 of this Code. Each apartment house serviced by commercial
dumpster collection will incur the cost of the service provided plus an additional
administrative service fee.

Administrative service fee19% of the total costs of services provided.

Front Load Apartment Services Amount/ Times per Week	1X	2X	3X	4X	5x	6X
3YD	\$77.94	\$155.88	\$233.82	\$311.76	\$389.70	\$467.64
4YD	\$90.24	\$180.48	\$270.72	\$360.96	\$451.20	\$541.44
6YD	\$124.18	\$248.36	\$372.54	\$496.72	\$620.90	\$745.08
8YD	\$ 136.83	\$ 273.66	\$410.49	\$547.32	\$684.15	\$820.98
2 YD Compactor	\$265.80	\$531.60	\$797.40	\$1063.20	\$1329.00	\$1594.80

Apartment Services Amount/Times per Week - Recycling	1X	2X	3X	4X	5x	6X
3YD	\$81.84	\$163.67	\$245.51	\$327.35	\$409.19	\$491.02
4YD	\$94.75	\$189.50	\$284.25	\$379.00	\$473.75	\$568.49
6YD	\$130.39	\$260.79	\$391.18	\$521.57	\$651.97	\$782.36
8YD	\$143.67	\$287.34	\$431.01	\$574.68	\$718.35	\$862.02

Apartment roll-offs:

20 yard \$338.59

30 yard \$405.93

40 yard\$422.83

30 yard compactor roll-off \$385.09

34/35 yard compactor roll-off \$450.69

42 yard compactor roll-off\$456.59

Extra yards\$35.00 per yard

Delivery of container\$100.00

Removal of container\$100.00

Relocation of container\$100.00

Dry run\$100.00 (container is blocked and service cannot be provided).

Extra pickup:

2 yard compactor \$66.45

3 yard \$38.60

4 yard \$49.84

6 yard \$66.70

8 yard \$89.18

Container change out fee:

First 2 change outs per year\$200

3rd or subsequent change out per year\$350

(3) *Commercial/apartment mixed use sharing a solid waste container:* Services by commercial dumpster collection will incur base costs plus additional charges for the service level provided at the same rates for apartments. Apartment customers may request additional service or containers for additional costs as outlined in section (K)2.

(4) *Commercial and retail service (for locations that cannot be serviced with typical commercial methods):*

Automated cart, per month, per cart\$ 24.00

Fee for *inadequate number of carts or frequency of collection resulting in container spillage or overflow:*

Administrative fee for inadequate sanitation response\$50.00 + 17% administrative fee

(L) *Tax.*

Mobile homes, per lot, per year\$1.00

Tax certificates\$10.00

(M) *Traffic and transportation.*

Parade permit: - \$25.00

Block party permit (except National Night out)\$25.00

Film permit:

Application fee\$25.00

Total or disruptive use (regular operating hours) of a public building, park, right-of-way, or public area, per calendar day\$500.00

Partial non-disruptive use of a public building, park, right-of-way, or public area, per calendar day\$250.00

Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking (for filming purposes), per block, per calendar day\$50.00

Partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking (for filming purposes), per block, per calendar day\$25.00

Use of city parking lots, parking areas, and city streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles), per block or lot, per calendar day\$50.00

(N) *Utility billing.*

(1) *Water service:*

(a) Minimum monthly charges, including the first 2,000 gallons of use:

Single-family residential domestic and irrigation use\$17.14

Commercial (including apartments and portable meters), industrial and commercial irrigation use:

5/8" meter\$18.42

1" meter\$28.38

1.5" meter\$45.03

2" meter\$64.99

3" meter\$118.17

4" meter\$178.04

6" meter\$344.35

8" meter\$543.92

10" meter\$776.76

Fire line—regardless of size\$88.99

- (b) Single-family residential domestic use, over the 2,000 gallons included in the minimum charge:

For meter readings taken in the months of October through April:

All use over 2,000 gallons, per 1,000 gallons\$4.27

For meter readings taken in the months of May through September:

Next 8,000 gallons, per 1,000 gallons\$4.27

Next 15,000 gallons, per 1,000 gallons\$5.74

All use over 25,000 gallons, per 1,000 gallons\$7.16

- (c) Irrigation use, over the 2,000 gallons included in the minimum charge:

Next 23,000 gallons, per 1,000 gallons\$4.59

Next 25,000 gallons, per 1,000 gallons\$5.47

Next 50,000 gallons per 1,000 gallons\$6.20

Next 100,000 gallons per 1,000 gallons\$6.98

All use over 200,000 gallons, per 1,000 gallons\$7.78

- (d) Commercial use (including apartments and portable meters), over the 2,000 gallons included in the minimum charge:

All use over 2,000 gallons, per 1,000 gallons\$3.16

- (e) Industrial use, over the 2,000 gallon included in the minimum charge:

All use over 2,000 gallons, per 1,000 gallons\$2.74

Industrial use rates for water service will apply to customers in the business of assembly or manufacturing of goods and for which water usage equals or exceeds 750,000 gallons per month for nine out of 12 months in a year.

- (2) *Sewer service:*

- (a) Residential use:

First 2,000 gallons, minimum\$19.43

All use over 2,000 gallons, per 1,000 gallons\$4.70

- (b) Commercial (including apartments), industrial and irrigation minimum monthly charges, including the first 2,000 gallons of use:

5/8" meter\$20.46

1" meter\$29.64

1.5" meter\$44.84

2" meter\$63.06

3" meter\$111.74

4" meter\$166.92

6" meter\$318.38

8" meter\$500.77

10" meter\$713.51

(c) Commercial and industrial use:

All use over 2,000 gallons, per 1,000 gallons\$4.83

(d) Sewer billing provisions:

1. As it is generally not practical to meter sewage flows from individual service locations, the following provisions apply for billing sewage volume:

- a. Dedicated fire line, irrigation service and portable meters customers do not have sewer use and accordingly will not be charged for sewer treatment.
- b. Residential sewer use is calculated using the average water consumption for meter readings taken in the months of January, February and March as the estimated sewer volume per month (winter average approach).
- c. New residential service will be assumed to use 8,000 gallons per month until a winter average can be established. If water use for new service is below 8,000 gallons per month for the first three months of service, the customer may request that the average for the first three months of service be used to estimate sewer volume until a winter average is established.
- d. Commercial and industrial customers sewer use will be deemed the same as water consumption unless customer can demonstrate that a significant portion of water consumption is not flowing into the sanitary sewer system and agrees to install a deduct meter.

(3) *Service deposits:*

Residential service accounts\$75.00

Apartments, per unit\$75.00

Commercial accountsThe larger of \$1000 or one-sixth of the annual average bill at the service location.

Portable meters\$1,900.00

An increased security deposit, in an amount of three times the average monthly bill at the location to be served, for any class of service, shall be required when there is a substantial risk of financial loss to the city.

(4) *Utility service fees:*

Interruption day service fee on past due accounts\$25.00

Repair/replacement of meter and/or related fixtures/accessoriesMaterials plus labor

Notice of pending disconnect for any nonpayment\$25.00

Service connection fee\$15.00

Service connection expedited service, same day service\$75.00

Service connection expedited service, after hours connection\$75.00

Service connection expedited service, next day service\$55.00

Portable fire hydrant meter billings when no monthly read submitted\$250.00
monthly fee plus water usage to be billed when read received.

Two (2) no read fees within a 6-month time frame will result in the meter being repossessed.

Pull and test meter at customer's request

Residential\$100.00, prepaid

Commercial\$200.00, prepaid

If testing proves a defect with the meter, the prepaid fee will be credited to the customer's bill with the next billing cycle.

Multiple attempts for restoration of services, after the 2nd attempt, customer must be present at the service location\$40.00 per attempt

After hours restoration of service..

Fee to restore service when past due payment is collected and meter is contained within a meter can\$60.00

Fee to restore service when past due payment is collected and meter is contained within a meter vault.....\$180.00

Availability of after-hour services limited to:

Restores:

5:30 p.m. to 9:00 p.m. weekdays

12:00 p.m. to 5:00 p.m. weekends and holidays

Sewer requests:

After 3 p.m. weekdays

24 hours a day weekends and holidays.

(O) *Municipal court.*

- (1) *State Consolidated Fee:* The Municipal Court shall assess a fee to be allocated in accordance with Texas Local Government Code Sec. 133.102, as amended.
- (2) *Local Consolidation Fee:* The Municipal Court shall assess a fee to be allocated in accordance with Texas Local Government Code Sec. 134.103, as amended.
- (3) *State Traffic Fine:* The Municipal Court shall assess a fee in accordance with Texas Transportation Code Sec. 542.4031, as amended.
- (4) *Local Traffic Fine:* The Municipal Court shall assess a fine in accordance with Texas Transportation Code Sec. 542.403, as amended.
- (5) *Child Safety Fee:* The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 102.014, as amended.
- (6) *Reimbursement Fees For Services of Peace Officers:* The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 102.011, as amended.
- (7) *Juvenile Delinquency Prevention Fine:* The Municipal Court shall assess a fine in accordance with Texas Code of Criminal Procedure Art. 102.0171, as amended.
- (8) *Time Payment Reimbursement Fee:* The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 102.030, as amended.
- (9) *Local Youth Diversion Administrative Fee:* The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 45.312, as amended.
- (10) *Failure to Appear Fee:* The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 45.026, Art. 45.050, Art. 45.203, or Art. 45A.264, as each may be amended.

(P) *Cross-connection control and prevention fees:*

(1) *Backflow prevention assembly registration fees:*

There is an annual nonrefundable registration fee for each nonresidential backflow prevention assembly, per separate assembly (not applicable to organizations zoned single family related to the beautification of entrances)\$40.00

(2) *City testing fee:*

(a) Fee for a backflow prevention assembly test, for each separate test\$250.00

(b) Fee for a backflow prevention assembly retest, for each retest performed\$100.00

(3) *City backflow prevention assembly tester registration fee:*

The annual registration fee for approved testers shall be a nonrefundable fee of\$100.00

(4) *Testing form booklet fees:*

We accept TCEQ Form

(5) *Private contractors testing fees:*

There shall be no additional charges by the city for testing conducted by "private" contractors.

(6) *Backflow prevention test report submittal late fees:*

(a) 5 days late is \$50.00

(b) 10 days is \$100.00

(c) 15 days \$200.00

(d) Over 15 days water service is terminated

(7) *City Customer Service Inspection (CSI) registration fee for TCEQ licensed CSI's:*

The annual registration fee for approved inspectors shall be a nonrefundable fee of \$100.00

(8) *Fee for CSI, to be conducted for each separate property \$175.00 for residential properties and \$175.00 per hour for commercial properties.*

(a) Fee for late CSI report submittal:

1. 5 days late is \$100.00

2. 7 days is \$200.00

3. Over 7 days water service is terminated

(Q) *Indian Creek Golf Club.*

Holidays: Memorial Day, July 4th and Labor Day

Reservation Policy: Carrollton residents may reserve tee times ten days in advance; general public may book tee times seven days in advance.

(1) *Green fees:*

	Creek Course	Lakes Course
Weekday (Monday—Thursday, not holidays)		
Open—1:00	\$10.00— \$55.00	\$10.00— \$45.00
1:00—4:00	\$10.00— \$55.00	\$10.00— \$45.00
After 4:00	\$5.00— \$45.00	\$5.00— \$35.00
9 Hole Rate	\$5.00— \$50.00	\$5.00— \$40.00
Junior/Senior/Veteran (Monday-Friday), Junior = age 21 and under, Senior = age 60 and over	\$5.00— \$50.00	\$5.00— \$40.00
Weekend (Friday—Sunday and Holidays)		
Open—1:00	\$10.00— \$65.00	\$10.00— \$55.00
1:00—4:00	\$10.00— \$65.00	\$10.00— \$55.00
After 4:00	\$5.00— \$45.00	\$5.00— \$35.00

9-hole rate	\$5.00— \$50.00	\$5.00— \$40.00
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Resident Discount\$5.00 off

Anytime, excluding leagues

Discount is provided to Carrollton residents with proof of residence

(2) *Cart fees:*

Weekdays and weekends\$5.00—\$25.00

(3) *Range fees:*

Practice bag\$3.00—\$20.00

(4) *Player improvement program\$30.00—\$145.00 per month*

(5) *Tournament and special events:*

	Creek Course	Lakes Course
Weekday	\$10.00— \$85.00	\$10.00— \$85.00
Weekend	\$10.00— \$85.00	\$10.00— \$85.00

(6) *Clubhouse/pavilion rental: \$50.00—\$200.00/hour*

(7) *Annual pass programs:\$600.00 to \$3,600.00*

(R) Failure to pay any fee provided for herein shall be a misdemeanor punishable by a fine as provided in section 10.99.

(S) Allegation and evidence of a culpable mental state is not required for proof of an offense as defined by this subsection.

(T) The city shall not be required to pay any fee herein.

- (U) All construction fees, including building permit fees, impact fees, plating fees and project permit fees (fences, electrical, plumbing, etc.) shall be waived for any property which is located within a Neighborhood Empowerment Zone. Such waiver is applicable to new development or construction, and renovation, repair or rehabilitation of an existing structure.

Such waiver shall not apply to:

- Any fees related to the use of a city facility; or
- Any fees associated with the Apartment Crime Reduction Program; or
- Any fees associated with the Single-Family Rental Inspection Program; or
- Any fines or penalties related to any enforcement action of the City of Carrollton; or
- Any parade or special event permit fees.

(V) *City Secretary.*

- (1) Charges for issuance of the TABC permit: Not to exceed charges as set by the State of Texas.

(W) *Municipal Drainage Utility System Fee Schedule*

(1) Establishment of Drainage Utility Fee

The drainage utility fee set forth in this subsection is adopted pursuant to Chapter 177 of the Carrollton Code of Ordinances and shall be collected through the City's bill for public utilities pursuant to subsection Sec. 31.01(N) and Ch. 52, Subchapter IV of the Carrollton Code of Ordinances, and other applicable law.

(2) Impervious Area; Fee Assessed

- (a) Drainage utility fees shall be charged based on a property's contribution to the public drainage utility system. The contribution shall be based on the impervious area ("IA") for the property.
- (b) The drainage utility fee, payable monthly, shall be established with respect to all property according to the following schedule:

Property Type	Monthly Drainage Utility Fee
Single-Family Residential	Tier 1 - \$4.00* Tier 2 - \$7.25 Tier 3 - \$11.40
All Other Non-Exempt Property	\$8.40 per ERU**

*Tier 1 = less than 2,100 sq. ft. impervious area (“IA”)

Tier 2 = 2,100-4,500 sq. ft. IA

Tier 3 = greater than 4,500 sq. ft. IA

**ERU (Equivalent Residential Unit) = 3,300 square feet impervious area

- (c) A minimum charge of one (1) ERU shall be applied to each non-exempt non-single family residential developed property, regardless of classification.

(3) Exemptions

- (a) State Mandated Exemptions: The following property shall not be assessed a drainage utility fee, as required by section 552.053, subchapter C of Texas Local Government Code, and section 580.003 of Texas Local Government Code:

- (i) Property held and maintained in its natural state, until such time that the property is developed and all of the public infrastructure constructed has been accepted by the City in which the property is located for maintenance;
- (ii) A subdivided lot, until a structure has been built on the lot and a Certificate of Occupancy has been issued by the City;
- (iii) Property with proper construction and maintenance of a wholly sufficient and privately owned drainage system;
- (iv) State property; and
- (v) Public or private institutions of higher education property.

- (b) Additional Exemptions: As permitted by Section 552.053, Subchapter C of Texas Local Government Code, and Section 580.003 of the Texas Local Government Code, the City has determined property owned by the following shall not be assessed a drainage utility fee:

- (i) City;
- (ii) County;
- (iii) Independent School Districts or Open-Enrollment Charter Schools; and
- (iv) Tax Exempt religious institutions.”

SECTION 2

All ordinances or parts of ordinances inconsistent or in conflict with this Ordinance shall be and are hereby repealed.

SECTION 3

Save and except as amended by this Ordinance, all other ordinances of the City of Carrollton, Texas shall remain in full force and effect.

SECTION 4

The provisions of this Ordinance are severable in accordance with Section 10.07 of the Code of Ordinance, City of Carrollton, Texas.

SECTION 5

This Ordinance shall take effect from and after January 1, 2026, unless otherwise stated herein.

PASSED AND APPROVED THIS 2ND DAY OF DECEMBER 2025.

City Of Carrollton, Texas

By: _____
Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

APPROVED AS TO FORM:

Meredith Ladd, City Attorney

APPROVED AS TO CONTENT:

Melissa Everett, Finance Director



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7475

Agenda Date: 12/2/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Ordinances

Agenda Number: *18.

CC MEETING: December 2, 2025

DATE: November 20, 2025

TO: Erin Rinehart, City Manager

FROM: Brett L. King, Director of Development Services / Building Official
Shannon Hicks, Assistant City Manager

Consider **An Ordinance Adopting Additional Amendments To The 2024 International Construction Codes.**

BACKGROUND:

The International Construction Codes require a permit for retaining walls four feet or greater in height. Staff is proposing amendments to the codes which will also require a permit for retaining walls of any height which are within four feet of any right-of-way. This is intended to provide the City with enforcement oversight to ensure that such walls do not encroach a right-of-way or use elements in the right-of-way, such as City-owned sidewalks, for structural support. Additionally, this will help homeowners from inadvertently constructing a retaining wall within a right-of-way.

COMMUNITY SUSTAINABILITY

The proposed amendments will help to ensure that the City is able to maintain public infrastructure without encroachment from private retaining walls.

FINANCIAL IMPLICATIONS

There are no direct financial impacts to the city to process the adoption and amendments to the *International Codes*.

STAFF RECOMMENDATION/ACTION DESIRED

On November 20, 2025 Property Standards Board (PSB) recommended approval of the proposed additional amendments requiring a permit for any type of retaining wall located within four feet of any right-of-way. Staff is requesting that City Council approves the ordinance adopting the additional amendments to the *2024 International Construction Codes* to be effective January 1, 2026.

ORDINANCE NO. XXXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON ADOPTING A LOCAL AMENDMENT TO THE 2024 EDITION OF THE INTERNATIONAL BUILDING CODE; ADOPTING A LOCAL AMENDMENT TO THE 2024 EDITION OF THE INTERNATIONAL RESIDENTIAL CODE; PROVIDING SAVINGS, PENALTY, SEVERABILITY AND REPEALING CLAUSES; AND ESTABLISHING THE EFFECTIVE DATE OF JANUARY 1, 2026.

WHEREAS, at a public hearing held on the Twentieth day of November 2025, the Property Standards Board considered and made recommendation on a certain request for adopting additional amendments to the International Construction Codes; and

WHEREAS, the City Council conducted a public hearing on the Second day of December 2025, at which all persons were given an opportunity to present testimony; and

WHEREAS, the City Council, after determining all legal requirements of notice and hearing have been met, has further determined the following amendments to the construction codes would provide for and would be in the best interest to safeguard life, health, property, and public welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS THAT:

SECTION 1.

All of the above premises are found to be true and correct legislative and factual findings of the City Council, and they are hereby approved, ratified, and incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2.

Section 150.011 of the Code of Ordinances of the City of Carrollton, Texas, is hereby amended to read as follows:

“SECTION § 150.011. AMENDMENTS.

[C] **Section 105.2; subtitle Building, Item 4; amend to read as follows:

4. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids; except that retaining walls of any height which are within 4 feet of any right-of-way shall require a permit.

END”

SECTION 3.

Section 150.016 of the Code of Ordinances of the City of Carrollton, Texas, is hereby amended to read as follows:

“SECTION § 150.016. AMENDMENTS.

[C] **Section R105.2; subtitle Building, Item 3; amend to read as follows:

3. *Retaining walls* that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge; except that retaining walls of any height which are within 4 feet of any right-of-way shall require a permit.

END”

SECTION 4.

Save and except as amended by this Ordinance, all other ordinances of the City of Carrollton, Texas, shall remain in full force and effect.

SECTION 5.

Violation of this Ordinance shall be a misdemeanor punishable in accordance with Section 10.99 of the Code of Ordinances, City of Carrollton, Texas.

SECTION 6.

The terms and provisions of this Ordinance are severable in accordance with Section 10.07 and are the Carrollton City Code.

SECTION 7.

To the extent of any prior ordinance of the City of Carrollton (or any provision, clause, phrase, sentence or paragraph contained therein) conflicts with this Ordinance, said conflicting ordinance, provision, clause, phrase, sentence or paragraph is hereby repealed.

SECTION 8.

This Ordinance, after its adoption and publication, shall become and be effective January 1, 2026, and henceforth.

DULY PASSED AND APPROVED by the City Council of the City of Carrollton, Texas, this 2nd day of December, 2025.

CITY OF CARROLLTON, TEXAS

By: _____
Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

APPROVED AS TO FORM:

Kanika Juneja, Assistant City Attorney

APPROVED AS TO CONTENT:

Brett L. King, Director of Development
Services / Building Official



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7480

Agenda Date: 12/2/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Ordinances

Agenda Number: *19.

CC MEETING: December 2, 2025

DATE: November 20, 2025

TO: Erin Rinehart, City Manager

FROM: Cory Heiple, Environmental Services Director
Shannon Hicks, Assistant City Manager

Consider An **Ordinance Amending Title IX, Chapter 97. - Hotel, Short-Term Rental, and Bed & Breakfast Code Relating To Licensing and Regulations of Hotels, Short-Term Rentals, and Bed & Breakfasts And Establishing A Penalty.**

BACKGROUND:

This agenda item follows the worksession discussions held during the September 23, October 14, and October 28, 2025 City Council meetings which discussed proposed amendments of Chapter 97. - Hotel, Short-Term Rental, and Bed & Breakfast Code. City staff received Council direction to revise the Code of Ordinances that amends the registration, permitting, inspection, and regulatory process for short-term rental and bed and breakfast properties.

The proposed revisions provide for the public health of short-term renters to ensure clean, livable conditions and provide an enforcement process to ensure the quiet, peaceful enjoyment of property for neighboring property owners.

Key elements of the revised ordinance are to:

- Update operational restrictions to address resident concerns and public nuisance complaints;
- Provide a notification process to residents and homeowners associations from short-term rental operators to identify and provide contact information;
- Implement a prospective prohibition on new short-term rental operations.

IMPACT ON COMMUNITY SUSTAINABILITY:

The regulation of short-term rental business operations located within single-family neighborhoods provides for the peaceful enjoyment of the community. Providing an equitable solution for operations

that constitute a public health, safety, or nuisance concern reduces nuisances suffered by adjacent property owners and the public health risk for tenants of these properties.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends adoption of the proposed ordinance to Title IX, Chapter 97 of the Carrollton Code of Ordinances for the regulation of short-term rental and bed and breakfast properties.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, ADOPTING AMENDMENTS TO CHAPTER 97 OF THE CITY OF CARROLLTON CODE OF ORDINANCES REGARDING THE REGULATION OF HOTELS, BED AND BREAKFASTS, AND SHORT-TERM RENTAL PROPERTIES; ESTABLISHING DEFINITIONS; ESTABLISHING LICENSE REQUIREMENTS; ESTABLISHING SPECIFIC VIOLATIONS; PROVIDING FOR MINIMUM STANDARDS AND NOTICE OF VIOLATION; PROVIDING FOR APPLICATION OF STANDARDS; ESTABLISHING A PENALTY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Carrollton, Texas (the “City”) is a Home-Rule municipality possessing the full power of local self-government pursuant to Article 11, Section 5 of the Texas Constitution, Section 51.072 of Texas Local Government Code and its Home Rule Charter; and

WHEREAS, Section 54.004 of the Texas Local Government Code provides that a home rule municipality may enforce ordinances necessary to protect health, life, and property and to preserve the good government, order, and security of the municipality and its inhabitants; and

WHEREAS, the City is further authorized to enact and enforce minimum standards relating to the use and occupancy of structures pursuant to Subchapter A of Chapter 214 of the Texas Local Government Code; and

WHEREAS, the regulation and licensure of permitted short-term rental business operations within the City is necessary and essential to the economic health of the community and the preservation and protection of the public welfare; and

WHEREAS, the regulation and licensure of permitted short-term rental properties will preserve and protect public health, safety, and well-being of the community; and

WHEREAS, the implementation of these regulations will also assist with the preservation and protection of property values and the City’s tax base within the City; and

WHEREAS, on May 6, 2025, the City Council adopted an interim prohibition for a period not to exceed one year, which stayed all pending special use permit (“SUP”) applications submitted under Article XXI. Special Use Permits, Section D. Special Conditions, 2. Subsection f. Hotel And Transient Lodging of the Comprehensive Zoning Ordinance; and

WHEREAS, in July the City Council directed staff to present information regarding child safety zones, human trafficking, zoning options, notification processes, restriction/regulation options, and an administrative permitting process; and

WHEREAS, in September criminologist Dr. del Carmen presented his findings regarding elevated crime rates for and around short-term rental (“STR”) and bed and breakfast (“B&B”) uses located in the City; and

WHEREAS, the City Council also received information about the prevalence of sex offenders and human traffickers using transient lodging to mask their activities, but efforts by the hospitality industry to subvert those activities has led to the potential for an increase of STR and B&B usage by such persons; and

WHEREAS, the City Council next received information about different zoning options available, such as density restrictions between uses, prohibiting STRs and B&Bs in child safety zones, prospective or total ban on uses, and caps on the number of SUPs or administrative permits for STRs and B&Bs in the City; and

WHEREAS, finally, the City Council received and discussed different administrative regulations, to be addressed through a licensing process, such as noise, trash, use, parking, notification, adult background checks, anti-trafficking education, and age restrictions, among others; and

WHEREAS, after considering all the options presented by staff, and consideration of the public hearing comments made during previous SUP applications at public meetings, the City Council directed staff to draft ordinances that would provide non-conforming rights to all STRs and B&Bs operating in compliance with City regulations in existence on December 2, 2025, but prohibit any new STRs or B&Bs within the City as of December 2, 2025, with additional administrative regulations to prevent illegal activities such as trafficking or violating the City's child safety zone regulations; and

WHEREAS, the City Council finds that it is necessary and proper for the good government, health, and safety of the City to adopt updated regulations relating to the safety of structures.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:

SECTION 1.

All the above premises are found to be true and correct legislative and factual findings of the City Council, and they are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2.

Chapter 97 of the Code of Ordinances of the City of Carrollton, Texas, is hereby amended in its entirety and shall read as follows:

“CHAPTER 97. HOTEL, SHORT-TERM RENTAL, BED AND BREAKFAST CODE

Subchapter I. – General.

Sec. 97.01 – Purpose.

The purpose of this chapter is to ensure the continued availability of transient lodging within the City of Carrollton, to protect the health, safety, and welfare of the public, and to ensure the proper operations of a hotel, short-term rental, and bed and breakfast rental in accordance to city codes and ordinances. The purpose of this chapter is to require the issuance of a lodging license to operate, conduct, or own a hotel, short-term rental, or bed and breakfast within the City of Carrollton regardless of the date of the hotel's construction, establishment of a short-term rental, or establishment of a bed and breakfast. This chapter establishes standards for the issuance of said license; to establish rules and regulations under which such license shall remain in force, be denied or revoked; and providing penalties for violations. This chapter is remedial and essential to the public interest, safety, health, and welfare, and this chapter is liberally construed to effectuate its purposes.

Sec. 97.02 – Definitions.

For the purpose of this chapter, the following terms, words, and derivations shall have the meaning given, unless the context clearly indicates or requires a different meaning:

Advertise - means an act of drawing the public's attention in order to promote the availability of a residential property for use as a hotel, long-term rental, short-term rental, or bed and breakfast. Said advertising may be found in any medium, including but not limited to newspapers, magazines, brochures, websites, mobile applications, or other social media sites.

Bed and Breakfast (B&B) - means a dwelling, or portion thereof, used for lodging accommodations to occupants for a period of less than thirty (30) consecutive days and which is permanently occupied by the property owners listed on the county appraisal districts records for which the property is located.

Bedroom - means a living area(s) of the dwelling unit that is designed and furnished for sleeping and which has proper egress as required by the City of Carrollton's adopted building and fire codes.

Board – means the Property Standards Board.

Booking service - means any reservation and/or payment service provided by a person or entity that facilitates a hotel, long-term rental, short-term rental, or bed and breakfast transaction between the owner and a prospective occupant, and for which the person or entity collects or receives, directly or indirectly through an agent or intermediary, a fee in connection with the reservation and/or payment services provided for the hotel, long-term rental, short-term rental, or bed and breakfast transaction.

Calls for service (CFS) – means and includes, but is not limited to, any and all calls to emergency services, (police, fire, medical, code enforcement, and development services) that result in a city employee being dispatched or directed to a premise. This shall include any calls for service within the surrounding neighborhood that, through information or investigation, can be attributed or traced to the premises. Calls for service include any self-initiated activity or

investigation based on the observation(s) of an emergency services representative that results in a written report. Multiple calls regarding the same event shall be treated as a single call for service for purposes of calculating the CFS room ratio. Calls from employees of the premise are excluded from being used to determine the calls for service room ratio. Calls for service include, but are not limited to:

1. Commission of crimes that are drug related or drug related arrests;
2. Commission of crimes that are prostitution related or prostitution related arrests;
3. Commission of crimes that are a breach of the peace;
4. All fire alarms;
5. Immediate public safety and health issues; or
6. Noncompliance with federal law, state law, or city codes and ordinances.

Calls for service room ratio - means the number of calls for service divided by the total number of guest rooms during the time period set forth herein.

Clean condition - means free from:

1. Chemical contamination;
2. Microbial contamination;
3. Insect or rodent contamination;
4. Displaying or undergoing spoilage, putrefaction; or
5. Trash, debris, dirt, or refuse

Provided, however, such condition shall not be attributable to the hotel, short-term rental, or bed and breakfast unless it exists in a room within two days after it was vacated by the occupant.

Commissioned security officers - means officers who have successfully undertaken and passed a state and national criminal history check and passed the 30 hour training class provided by the Private Security Bureau of the Texas Department of Public Safety.

Designated city official or DCO - means the City Manager, and may include the City Manager's designee or delegated staff or duly authorized representative of the City Manager.

Drug related – means and includes, but is not limited to, the manufacture, cultivation, importation into the state, transportation, possession, possession for sale, sale, furnishing, administering, or giving away or providing a place to use or fortification of a place involving any illegal or controlled drug, narcotic, or drug paraphernalia.

Duplex – means, for purposes of this chapter, a detached building containing not more than two (2) dwelling units, whereby both individual dwelling units within the building are located on the same lot of record and separated by a party wall or abutting wall.

Dwelling – means any building, or portion thereof, which is designed for use for residential purposes.

Dwelling unit, Residential –means, for purposes of this chapter, a single-family attached, single-family detached, or duplex providing complete, independent living facilities for one family or persons, and including a residential kitchen, bathroom, and provisions for living, sleeping, and sanitation; accessible independently of another dwelling unit or portion thereof. Dwelling unit, residential does not include hotels, motels, or non-residential uses where rooms are rented.

Hosting platform - means a person or entity that participates in the hotel, long-term rental, short-term rental, or bed and breakfast business by providing, and collecting or receiving a fee for, booking services through which an owner may offer premises or guest rooms to an occupant on a long-term or short-term basis. Hosting platforms usually, though not necessarily, provide booking services through an online platform and allows an owner to advertise the premises through a website or phone number provided by the hosting platform and the hosting platform conducts a transaction by which potential occupants arrange their use and their payment, whether the would-be occupant pays rent directly to the owner or to the hosting platform.

Hotel – means, for the purposes of this chapter, any commercially designed structure or establishment in the city having five (5) or more rooms where transient guests are lodged for pay and provides amenities such as maid service, laundry, concierge, meeting rooms, exercise rooms, pool, and business services (fax, internet, voice mail, courier, etc.) which may only be provided to guests.

Guest room - means the portion of the hotel or bed and breakfast which may be used by a guest as a temporary residence, including single rooms and suites which are primarily used for sleeping accommodations.

Law - means any federal, state statute, city ordinance, court decision, or regulation.

Let or let for occupancy - means to permit, provide, or offer possession or occupancy of a dwelling unit, rooming unit, building, premise, or structure by a person who is or is not the legal owner of record thereof, pursuant to a written or unwritten lease, agreement, or license, or pursuant to recorded or unrecorded agreement or contract for the sale of land.

Manager –means any person who manages the business operations of any hotel, STR or B&B on behalf of the owner and/or management company, whose duties may include the collection of rental charges, issuing of keys, direction of maintenance personnel, assigning of rooms to guests, handling guest affairs, or overseeing security.

Occupant – means any individual person living, sleeping, or possessing a residential dwelling unit, or portion thereof. A person is not required to be paying rent, providing in-kind services, or named in any lease, contract, or other legal document to be considered an occupant.

Operator – means any person who is the proprietor of any hotel whether in the capacity of the owner, lessee, receiver, sub-lessee, franchisee, mortgagee in possession, hotel management company, or agent of any of the aforementioned, who offers or accepts payment for rooms, guestrooms, sleeping accommodations, or board and lodging, and retains the right of access to, and control of, dwelling units.

Person – means an individual, corporation, business trust, estate trust, partnership, or any other group acting as a unit.

Premises – means property, a lot, plot, or parcel of land, including any structures or portions of structures thereon.

Prostitution related – means and includes, but is not limited to, incidents that involve prostitution or prostitution related crimes, such as pimping or pandering, in violation of city and/or state codes.

Short-Term Rental (STR) – means a residential dwelling unit used for lodging accommodations to occupants for a period of less than thirty (30) consecutive days that is not permanently occupied by the property owners listed on the county appraisal districts records for which the property is located.

Sec. 97.03. – Application for lodging license.

All applications for a lodging license shall be filed on forms provided by the city. An application is not complete until all required information is submitted along with the applicable fee, as set forth in chapter 31 of the City Code. Additional information may be required based on the proposed use, but in general the following information is required:

- (A) Owner, operator, or manager's name, address, email address, telephone number, driver's license number, or identification card number, and state of issuance of the owner, operator, or manager;
- (B) If owner, operator, or manager is a partnership, the name of all partners, the principal business address, business email address, and telephone number of the partnership;
- (C) If owner, operator, or manager is a corporation, the person registering must state whether it is organized under the laws of this state or is a foreign corporation, and must show the mailing address, business location, corporate email address, telephone number, name of the person in charge of the local office of such corporation, if any, and the names of the registered agent, all officers and directors or trustees of such corporation, and, if a foreign corporation, additionally the place of incorporation and proof of authority to conduct business in this state;
- (D) Official criminal history from each state of residence for each owner, operator and manager that has been convicted of or is continuing on or has completed parole or probation for a crime during the last five years for any offense constituting a misdemeanor or felony involving weapons, narcotics, assault, trafficking, prostitution, or crimes of moral turpitude;
- (E) Street address of the premises;

- (F) Number of guest rooms or bedrooms, as applicable;
- (G) Maximum number of persons who can be accommodated at any given time;
- (H) Signature of each of the owners, operators, or the owner or operator's agent;
- (I) The Texas taxpayer number obtained from the Texas Comptroller's Office for hotel occupancy tax;
- (J) The name and contact information of the owner's designated local responsible party who can be contacted regarding immediate concerns and complaints from the public. Said party must be available to be reached in person or by phone at all times while occupants are on the premises. If called, a local responsible party must be able to and shall be present at the premises within one hour of call from the DCO. A local party must be authorized to make decisions regarding the premises and its occupants. A local responsible party may be required to, and shall not refuse to, accept service of citation for any violations on the premises. Acceptance of service shall not act to release the owner of any liability under this chapter.

All material provided in the application must be updated and current with the city at all times by the owner, operator, and manager. Any material misrepresentation in the application for the lodging license or a failure to provide the required information shall be grounds for denial of the application or revocation of the lodging license.

Sec. 97.04. – Denial of lodging license.

A lodging license shall be denied for any of the following reasons the DCO may discover or deem advisable or necessary during the review of the application:

- (A) The premises as constructed or as proposed to be operated by the applicant does not comply with all applicable laws including, but not limited to, the applicable building, zoning, housing, fire, safety, and health regulations and codes;
- (B) The owner, operator, and/or their manager is or has been a registered sex offender;
- (C) There are uncorrected code violations on the premises;
- (D) The applicant has knowingly made a material misstatement in the application for the lodging license.

Sec. 97.05. – Revocation of lodging license.

- (A) A lodging license shall be revoked by the Board if the owner, operator, or manager is convicted of or receives deferred adjudication or probation for a drug related or prostitution related crime. A lodging license owner, operator, or manager shall

immediately notify the City upon the occurrence of a conviction, deferred adjudication, or probation under this section.

- (B) A lodging license shall be revoked by the Board upon good cause shown that the operation of the hotel, STR, or B&B is such that it is or has negatively impacted the health, safety and/or welfare of its guests or the neighboring community to the extent that it is a public nuisance. The decision for revocation shall be based on, but is not restricted to, the following:
1. Non-compliance with federal, state, and/or city codes and ordinances;
 2. Drug-related calls for service and/or drug-related arrests;
 3. Prostitution-related calls for service and/or prostitution-related arrests;
 4. The operator, owner, and/or the manager have failed to correct a violation within the time period ordered by the city;
 5. Any other conditions, problems, issues, concerns, or facts arise or are present on the premises that are prohibited under this chapter;
 6. There are uncorrected code violations on the property;
 7. False statements were intentionally made by the owner, operator, or company regarding matter(s) in the application for a lodging license or in a hearing concerning the lodging license;
 8. The owner, operator, or manager fails to notify the DCO in writing of any material change in the information contained in the lodging license application within thirty (30) days of the change;
 9. The owner, operator, or manager fails to pay a fee required by this chapter at the time the payment is due; and/or
 10. The owner, operator, or manager fails to pay any hotel occupancy tax in accordance with Title III, Chapter 38 - Taxation of the Carrollton Code of Ordinances.
- (C) In processing a revocation, the DCO shall prepare an investigation report that details the circumstances that have led to the request for a revocation. It may include, but not be restricted to, any or all of the following:
1. Frequency or occurrence of violation(s), arrest(s), or call(s) for service;
 2. Seriousness of the violation(s), arrests(s), or call(s) for service;
 3. History of code violations(s);
 4. Any activity, action or effort taken by the responsible party to obstruct or interfere with correction of the problem; and/or
 5. The impact of the violation(s), arrest(s), or call(s) for service on the surrounding property and community.

Sec. 97.06. – Process for denial or revocation of a lodging license or tier classification.

- (A) *Filing appeal.* Any owner, operator, or manager that had its lodging license denied by the DCO, or who has undergone tier classification by the DCO may appeal this action of the DCO to the Board. Within thirty (30) days of the DCO's action, the

owner, operator, and/or manager must file a written appeal at the office of the city building official with the following information:

1. A heading in the words: "Before the Property Standards Board."
2. A caption reading: "Appeal of Denial of a Lodging License" or "Appeal of Tier Classification," and providing the names of all appellants participating in the appeal.
3. A brief statement setting forth the legal interest of each of the appellants in the premises involved in the denial, revocation, or classification change of a lodging license.
4. A brief statement in ordinary and concise language of that action protested, together with any material facts claimed to support the contentions of the appellant.
5. A brief statement in ordinary and concise language of the relief sought and reasons why it is claimed the denial, revocation, or classification change should be reversed, modified, or otherwise set aside.
6. The signatures of all parties named as appellants and their official mailing addresses.
7. The verification (by declaration under penalty of perjury) of at least one appellant as to the truth of the matters stated in the appeal.
8. Produce all documents that the appellant has relied upon.

(B) *Processing of appeal and stay of enforcement.* Upon receipt of any appeal filed pursuant to this section, the building official shall present the appeal at the next available regular or special meeting of the Board. Enforcement of the denial or revocation of a lodging license or tier reclassification shall be stayed during the pendency of such action that is properly and timely filed.

(C) *Filing revocation.* Upon good cause shown in the investigation report, the DCO shall file a written revocation request at the office of the city building official containing the following:

1. A heading in the words: "Before the Property Standards Board of the City of Carrollton."
2. A caption reading: "Revocation of a Lodging License" giving the names and addresses of owners, operators, or managers (as shown on the most recent license application) and the physical address of the premise.
3. A brief statement in ordinary and concise language of why the lodging license should be revoked together with any material facts claimed to support the contentions of the DCO.
4. The signature of the DCO and his official mailing address.

(D) *Notice of hearing.*

1. Notice of the hearing before the Board shall be delivered to the owner, operator, or manager as listed on the application

2. Notice shall be by one of the following methods at least fifteen (15) calendar days prior to the hearing:
 - (a) Personal service delivered; or
 - (b) Certified mail, return receipt requested, and regular mail. Notice shall be sufficient if the return receipt is returned; or unsigned for any reason, and the regular mail is not returned.

(E) *Hearing.*

1. The DCO shall present to the Board evidence of the property condition, the extent of danger or hazard to health, safety and welfare, and all other evidence that supports denial or revocation of the lodging license or change in classification of tier.
2. The owner of any interest in the property may present evidence on relevant issues and has the burden of proof to demonstrate the scope of any work that may be required to comply with city ordinances and the time it will reasonably take to perform the work.
3. Any party may examine or cross-examine any witness before the Board. Strict rules of evidence or procedure are not required, but the Board has the authority to enforce strict decorum and may cause the removal of anyone who causes a disruption.
4. Only those matters or issues specifically raised by the appellant in the written appeal or by the DCO in the revocation request shall be considered by the Board during the appeal hearing.

(F) *Findings of the Board for a denial or revocation hearing or tier re-classification hearing.* After hearing evidence from any interested party, the Board may:

1. For a denial or revocation hearing:
 - (a) Uphold the denial of a lodging license; or
 - (b) Overturn the denial and grant a lodging license.
2. For a revocation hearing:
 - (a) Uphold the revocation for a lodging license; or
 - (b) For cases of revocation based solely on continuing code violations uphold the revocation for a lodging license until the code violations have been corrected; or
 - (c) Overturn the request for revocation and reinstate the lodging license.
3. For a tier re-classification hearing find:
 - (a) The hotel is classified as a Tier 1 hotel; or
 - (b) The hotel is classified as a Tier 2 hotel.

(G) Upon the issuance of a final decision by the Board upholding the decision of the DCO, the DCO shall file in the office of the County Clerk of the county where the property is located a certificate describing the property and the final action of the Board.

- (H) Whenever a lodging license has been revoked by the Board, the operator, owner, or manager for which the lodging license was issued shall surrender such license to the city. The operations of the premises shall cease within ten (10) calendar days of the notice of revocation of the lodging license.
- (I) The action of the Board under this section may be appealed to a State District Court of the county in which the premise, which is the subject of the action, is located if such appeal is filed within thirty (30) days of the Board's action.
- (J) An appeal of the denial or reclassification finding by the Board to the State District Court of the county in which the property is located does not stay the effect or the use of any enforcement measure.

Sec. 97.07. – Requirements and restrictions for lodging license uses.

- (A) Each owner, operator, or manager shall cause to be maintained a complete register for each occupant to whom any premise or guest room is let. The register shall contain the following information:
 - 1. Correct name and permanent address, designating street and number, city, state, and country;
 - 2. Actual dates of occupancy indicating check-in time, checkout time, and guest room number, if applicable;
 - 3. Number of individuals staying at the premises or in the guest room;
 - 4. Amount of the bill and method of payment; and
 - 5. Register records shall be maintained for a period of two (2) years for each occupant at a premise or in a guest room.
- (B) No owner, operator, or manager shall allow or permit any hourly charge for any premises or a guest room.
- (C) No owner, operator, or manager shall allow or permit any premises or guest room to be rented more than twice in any 24-hour period commencing at 12:01 a.m.
- (D) No owner, operator, or manager shall knowingly let, allow, or permit the premises or any guest room to be used for any illegal purpose including but not limited to:
 - 1. Prostitution;
 - 2. Gambling;
 - 3. Drug use, sale, or manufacture of drugs; and/or
 - 4. Sale of alcoholic beverages.

It shall be prima facie evidence that a premise is being used for illegal purposes if the owner, operator, or manager provides false information to the city regarding the identity of and/or the hours of occupancy by any occupant.

(E) Interference with Emergency Request for Assistance.

1. A owner, operator and/or manager commits an offense if the owner, operator and/or manager knowingly prevents or interferes with another individual's ability to place an emergency telephone call or to request assistance in an emergency from a law enforcement agency, medical facility, or other agency or entity the primary purpose of which is to provide for the safety of individuals.
2. A owner, operator and/or manager commits an offense if they recklessly render unusable a telephone that would otherwise be used by another individual to place an emergency telephone call or to request assistance in an emergency from a law enforcement agency, medical facility, or other agency or entity the primary purpose of which is to provide for the safety of individuals.
3. In this section, "emergency" means a condition or circumstance in which any individual is or is reasonably believed by the individual making a call or requesting assistance to be in fear of imminent assault or in which the property is or is reasonably believed by the individual making the call or requesting assistance to be in imminent danger of damage or destruction.

(F) It shall be unlawful for the guest, owner, operator, or manager of a hotel or B&B to allow an occupant to park a motor vehicle on a residential street adjacent to or near the hotel or B&B, as applicable.

(G) Continued maintenance and compliance with this chapter are conditions that are necessary to retain a lodging license and to obtain any renewal of the license.

Sec. 97.08. – Minimum premises conditions and standards.

- (A) *Code compliance.* The premises and guest rooms shall fully comply with all City construction, fire, and health, safety, and property maintenance codes.
- (B) *Mattress condition/cleanliness.* Mattresses shall be free of stains, holes, rips, or odors in excess of normal wear and tear, and be maintained in a sanitary, non-defective condition (e.g., without broken springs, indentations, sags, etc.). Any coverings placed over mattresses to prevent stains, and excess wear must be removable and not permanently attached to the mattress or box spring (e.g., not stapled, nailed, or pinned or tied down to the mattress or box spring).
- (C) *Linen condition/cleanliness.* Linens provided by the hotel shall be maintained in a sanitary condition and be free of stains, holes, rips, or odors in excess of normal wear and tear. Linens shall be replaced upon each change of occupancy or at least once a week when occupancy does not change. Linens shall be cleaned with appropriate sanitizing material to insure disinfection. Linens include, but are not

restricted to, pillowcases, sheets, quilts, bedspreads, blankets, comforters, and towels.

- (D) *Bathroom condition.* Bathroom fixtures (e.g., toilet, bathtub, sink, shower, mirror) shall be maintained without cracks, chips, or stains.
- (E) *Carpet condition/cleanliness.* Carpeting shall be free of stains, holes, rips, or odors in excess of normal wear and tear, and shall be maintained in a sanitary, non-defective condition.
- (F) *Floor condition/cleanliness.* Non-carpeted floor surfaces shall be made of non-absorbent material. All surfaces and tile grouting shall be maintained without cracks, rips, or missing elements.
- (G) *Wall condition/cleanliness.* Wall surfaces shall be maintained in a clean and sanitary condition.
- (H) *Mold/mildew.* All surfaces, including carpeting and flooring, and fixtures shall be free from mold and mildew.
- (I) *Electrical equipment.* For the purpose of this chapter, electrical equipment shall include furniture items installed by the owner, operator or manager, including air conditioners, televisions, lamps, etc. All electrical items must be properly maintained and be in operable condition.
- (J) *Furniture condition.* All furniture items shall be maintained in proper working condition, without structural defects.
- (K) *Window coverings.* Shades, draperies, or blinds shall be appropriately hung to cover all windows and appropriate light fixtures. All shades, draperies, blinds, shall be free of stains, holes, rips, or odors in excess of normal wear and tear, and be maintained in a sanitary, non-defective condition.
- (L) *Storage rooms.* No more than ten percent (10%) of the premises or guest rooms may be used for storage room purposes.
- (M) *Windows.* All windows designed to be opened shall be operable and have an operable window security or locking device. All windows shall be intact and free of cracks.
- (N) *Mirrors.* All mirrors shall be intact and free of cracks.
- (O) *Pest control.* All hotel premises shall be treated for insects at least once a year by an exterminator licensed by the state.

- (P) *Pest control maintenance.* All hotel premises shall be maintained so that they are free from rodents, insects, and vermin and free from conditions that encourage or harbor rodents, insects, and vermin.

Sec. 97.09 – Enforcement.

- (A) *Offense.* Each violation of this chapter shall constitute a separate offense.
- (B) *Culpable mental state.* Allegation and evidence of a culpable mental state is not required for proof of an offense defined by this chapter except where expressly required by this chapter.
- (C) *Imminently dangerous conditions.*
1. Any condition which is reasonably believed to be imminently dangerous to the life, limb, health, or safety of the occupants of the premises or to the public, may result in a court summons. Such conditions include, but are not limited to, non-functional smoke detectors, lack of or non-functional interior door locking devices, windows which do not open, or which open but fail to stay open, sewer leaks, inoperable telephones, or telephones that fail to connect to the emergency 911 telephone number.
 2. Upon reasonable notice provided to the owner, operator, or manager of a hotel, STR, or B&B, imminently dangerous conditions may be immediately abated by the DCO. Actions taken to abate the imminently dangerous conditions may include, but are not limited to, repair or removal of the condition creating the danger and/or the restriction from use of occupancy of the premises on which the dangerous condition exists or any other abatement action determined by the DCO to be necessary. In the event use of occupancy is restricted, the owner, operator or manager shall discontinue the use within the time prescribed by the DCO after receipt of such notice.
 3. If entry onto the premises and access to guest rooms constituting an imminently dangerous condition in violation of this chapter is denied to the DCO by the owner, operator, or manager of the premises, the DCO may seek a court order and/or inspection and abatement warrant from a court of competent jurisdiction to authorize the immediate abatement of the imminently dangerous conditions.
- (D) *Expenses recoverable.* Costs for any abatement performed by, or on behalf of the city, including the cost of police services provided and including the relocation of occupants of the premises shall be recoverable by the city.
- (E) *Lien on the premises.* Expenses incurred pursuant to this chapter shall be charged against the premises and attached as a lien on which the work is done, or improvements made and charged to the owner of the premises for the same.

- (F) *Time for compliance.* A hotel, STR, or B&B owner, operator, or manager will have thirty (30) calendar days to address and abate all other code violations not considered imminently dangerous as stated in this section or longer if the owner, operator, or manager is unable to remedy the code violation through no fault of its own.
- (G) *Reinspection.* At the time of reinspection by the DCO, the DCO will charge the hotel a base reinspection fee as set forth in sec. 31.01(D)(3)(a) of the City of Carrollton Code of Ordinances fee schedule, plus a \$13.00 fee for each guest room that has to be reinspected. Reinspection fees for STRs or B&Bs will be charged as set forth in sec. 31.01(D)(3)(b) of the City of Carrollton Code of Ordinances fee schedule.
- (H) *Non-renewal.* If the lodging license for a hotel, STR, or B&B use is not renewed, the owner shall discontinue the use no later than the date on which the existing permit or any extension thereof expires.
- (I) *Notices by the City.* A notice given by the city pursuant to this chapter is deemed to have been delivered by the city on the date that it is delivered in person; posted on or near the front door of the structure if personal delivery cannot be obtained; or delivered by certified mail to the owner, operator, or manager at the address provided by the registrant in the application for the lodging license. If notice is returned as “refused” or “unclaimed,” the validity of the notice is not affected, and the notice is considered delivered.
- (J) *Administrative adjudication hearing.* At the option of the city, the city may proceed under the alternative procedure set forth in Local Government Code, section 54.044 et seq., as it may be amended, and the remainder of Local Government Code, section 54.031, et seq., as amended. The hearing must be held within thirty (30) days after notice of the hearing and shall be conducted in accordance with the statute and sec. 39.03 of this Code. Each violation of this chapter shall constitute a separate violation for each day or part of a day during which the violation is committed, continued, or permitted, unless otherwise provided. The civil penalty for a violation of a provision of this chapter may not exceed \$1,000.00.
- (K) *Priority.* In the event of a conflict between the terms of this chapter 97 and any other chapter of Title IX of the City of Carrollton Code of Ordinances, the requirements set forth in this chapter shall control.

Sec. 97.10 – Hotel Occupancy Tax.

It shall be unlawful for the owner or operator of the premises to fail to remit payment of hotel occupancy taxes required under state law and Chapter 38 of the Carrollton Code of Ordinances. Upon request by the DCO or the Finance Department of the City of Carrollton, the owner or operator of the premises shall remit, within thirty (30) days, an accounting of all occupants who

rented the premises or guest room and the hotel occupancy taxes paid therefor. It shall be unlawful for an owner, operator, or manager to fail to provide said information requested in a timely manner.

97.11. – Penalty.

An operator, owner, manager, or responsible person who violates any provisions of this chapter may be found guilty of a misdemeanor, and upon conviction is punishable as set forth in sec. 10.99 for each act of violation and for each day or part of a day during which the violation is committed, continued, or licensed.

Subchapter II. – Hotels.

Sec. 97.15. – Application for lodging license - Hotel.

- (A) It shall be unlawful to operate a hotel without a lodging license.
- (B) An application for a lodging license shall be filed with the DCO on an annual basis by the owner or operator of the hotel in accordance with sec. 97.03. Applications must be submitted by the designated date established by the DCO.

Sec. 97.16 – Hotel Classification by CFS Room ratio.

- (A) Upon receipt of the lodging license application, the DCO shall determine the calls for service (CFS) room ratio of all hotels located within the City of Carrollton during the previous calendar year, or during actual operations if less than twelve (12) months during the previous calendar year.
- (B) Based upon the CFS room ratio determined by the DCO, all hotels shall be classified during that year according to the following tier system:
 - 1. *Tier 1.* Less than or equal to 1.0 CFS/room/year, or
 - 2. *Tier 2.* Greater than 1.0 CFS/room/year.
- (C) A hotel which has not previously operated in Carrollton shall be presumed to be a Tier I hotel until the next registration period or until the DCO classifies it.
- (D) Upon completion of the annual lodging license inspection and review of all calls for service, the DCO shall notify each hotel owner and/or operator within the city, in writing by personal service, certified mail or other method which provides confirmation of delivery, of the CFS room ratio which shall be used as the classification for that hotel for that ensuing lodging license year.
- (E) The city may monitor the CFS room ratio for each hotel on an ongoing basis. The city may change the status of any Tier 1 hotel during a calendar year upon notice in writing to the owner by personal service, certified mail or other method which provides confirmation of delivery that the CFS room ratio of such hotel has

increased proportionately such that the CFS room ratio, if annualized, would fall within the Tier 2 level. This notice shall include:

1. The designation assigned to the hotel;
 2. As allowed by law, data specifying the types of CFS identified as having occurred on the property during the period reviewed, including the incident numbers assigned to such CFS, and the date and time of each call to allow the owner to understand the basis of the designation;
 3. The requirement of a mandatory inspection to be conducted by the DCO;
 4. The opportunity and procedures by which the owner may challenge the data provided to the owner pursuant to this subsection upon which the designation is based.
- (F) Upon such notice of initial classification or reclassification the owner or operator shall have ten calendar days from the date of notice to show proof to the DCO that the revised CFS room ratio is erroneous. After receipt of such information from the owner or operator, the DCO shall classify the hotel as a Tier 1 or Tier 2 within ten (10) calendar days of receipt of such information. The owner, operator, or manager may appeal the DCO's decision pursuant to sec. 97.06 .
- (G) The owner or operator shall have thirty (30) calendar days from the date of notice of tier classification or reclassification (or from the date of the decision of the appeal if there was an appeal) to implement completely the changes in operation required by the revised classification. Failure to comply with this provision may result in revocation of the lodging license.

Sec. 97.17. – Denial of lodging license – Hotel.

- (A) In addition to the grounds set forth in sec. 97.04, a lodging license for a hotel shall be denied for any of the following reasons the DCO may discover or deem advisable or necessary during the review of the application:
1. Tier 2 hotels may be denied a lodging license if their CFS room ratio fails to meet the Tier 1 CFS room ratio within 12 months of being notified of their Tier 2 standing; and
 2. Based on the initial CFS room ratio determined by the DCO directly after passage of the ordinance codified in this chapter, a hotel with CFS room ratio of 2.0 or greater shall be denied a lodging license.
- (B) The owner, operator, or manager may appeal the DCO's decision pursuant to sec. 97.06.
- (C) After the time allowed to appeal the decision of the DCO has elapsed without an appeal, the DCO shall file in the office of the County Clerk of the county where the premises is located a certificate describing the premises and the final action of the DCO.

Sec. 97.18. – Revocation of lodging license – Hotel.

- (A) A hotel's lodging license shall be revoked by the Board in accordance with the process set forth in sec. 97.06.
- (B) In addition to the grounds set forth in sec. 97.05, the lodging license for a hotel shall be revoked by the Board based on, but not limited to, the following:
 - 1. Calls for fire, police, emergency medical service, pursuant to sec. 97.16.
- (C) Upon confirmation and final decision issued by the Board, the DCO shall post on the hotel premises a copy or copies of the revocation of the lodging license.
- (D) A posted notice of the revocation of the lodging license may only be removed by an authorized DCO. Any removal, covering, defacing, altering, or tampering by unauthorized person(s) may be prosecuted as a misdemeanor violation of this chapter.

Sec. 97.19. – Limitation on continuous and cumulative occupancy in a hotel.

- (A) The guest rooms of a hotel shall be let only for the use of occupants for a temporary basis and shall not be used or occupied on any permanent basis, and no occupant shall be deemed to be a resident of a hotel.
- (B) It shall be unlawful for a Tier 1 hotel to let or otherwise provide any guest room therein to any occupant for more than 365 consecutive days.
- (C) It shall be unlawful for a Tier 2 hotel to let or otherwise provide any guest room therein to any occupant for more than 60 days in any 180 consecutive day period.
- (D) It shall be unlawful for the owner, operator, or manager to allow registration under a different name in order to avoid the continuous and cumulative occupancy restrictions set forth in this section.
- (E) Any property left in a guest room by an occupant that has checked out shall be removed by the owner, operator, or manager of the hotel, before the guest room may be occupied by another occupant and be stored or disposed of in accordance with applicable laws.

Sec. 97.20. – Requirements and restrictions for lodging license uses – Hotel.

In addition to the conditions set forth in sec. 97.07, the following requirements and restrictions shall apply:

- (A) *Rates.* Guest room rates shall be posted in a prominent location in all guest rooms. Occupants shall not be charged in excess of posted rates. A range of rates is acceptable in the posting.
1. Consistent with state law, an owner, operator, or manager shall post a card or sign in a conspicuous place in each guest room stating:
 - (a) The daily room rate; and
 - (b) The date the card or sign was posted.
 2. An increase in the daily room rate is not effective until the 30th day after the date a card or sign with the increased rate is posted.
 3. The owner, operator, or manager of a hotel having twenty (20) or more rooms shall give an occupant assigned a guest room a ticket showing the daily room rate being charged for the room. The room rate on the ticket must conform with the rate posted under subsection (1).
- (B) *Complaints.* For hotel occupant complaints the telephone number and address for the DCO shall be posted in a prominent location in all guest rooms and public reception area.
- (C) *24-Hour Accessibility.* A representative of the owner, operator, or manager of a hotel shall be present and accessible to the DCO in person, on a 24-hour basis.
- (D) *Tier 2 Requirements.*
1. Owners, operators, or managers shall require any occupant to whom any guest room is let to provide evidence of his or her identity and address of residence, and, in addition thereto, the full and true name and address of each member of his party.
 2. 24-hour on-site security provided by commissioned security officers.
 3. All commissioned security officers must be in uniform and must be registered with the Private Security Bureau of the Texas Department of Public Safety.
 4. Commissioned security officers must have a Class 8 security contractor license issued from the Private Security Bureau of the Texas Department of Public Safety.
 5. Shall maintain records of the correct license or registration number, state of registration, and make/model of any vehicle or mode of transportation for any occupant at the hotel.
- (E) *Posted rules.* The hotel shall post rules and include such rules in material provided to an occupant or posted in each guest room to the effect that if any criminal activity in a room occurs or if an occupant engages in criminal activity on the grounds, such occupant will be immediately evicted. Such rules shall be strictly enforced.
- (F) *Parking restrictions.* It shall be unlawful for the owner, operator, or manager of a hotel to allow an occupant to occupy a motor home, recreational vehicle, boat,

commercial vehicle or otherwise prohibited motor vehicle on the premises of a hotel.

- (G) *Occupancy restrictions.* It shall be unlawful for the owner, operator, or manager of a hotel to rent, let, allow, provide, or advertise for more adult guests which exceed the occupancy load requirements found in the table below:

Hotel Room Size (square feet)	Maximum Number of Adults
200 - 299	2
300 - 374	3
375 - 449	4
450 - 524	5
525 - 599	6
600 - 675	7
675 and up	8

Sec. 97.21. – Minimum premises conditions and standards - Hotel.

In addition to the conditions set forth in sec. 97.08, the following premise conditions and standards shall apply:

- (A) *Bathroom cleanliness.* Floors shall be washed with water and a sanitizer at change of occupancy or at least once a week when occupancy does not change. Daily cleaning schedules shall be maintained in the owner's, operator's, or manager's office.
- (B) *Minimum occupancy.* A minimum of ninety percent (90%) of all guest rooms must be available or in use for occupancy at all times.
- (C) *Exterior lighting.* The exterior of the hotel premises, including adjacent public sidewalks and parking lots under the control of the owner, operator, or manager shall be illuminated at least between one hour after sundown and one-half hour before sunrise. Illumination shall be a minimum of one-tenth of one foot-candle throughout the premises and shall not exceed four-tenths of one foot-candle of light measured at the property line.
- (D) *Premises inspections.* The hotel shall maintain a detailed list of required duties for premises inspection, the employee or position responsible for such inspection and a schedule for performance and a record of compliance. Such list shall include a requirement for at least weekly inspection of the entire premises for operational safety devices, fire extinguishers, and damage to the exterior of the hotel and related parking areas and daily inspection and cleanup of the grounds, including trash and garbage containers for trash and debris not placed within such containers and records shall note the date and time of compliance and the signature or initials of the person carrying out such duties.

- (E) *Housekeeping schedules.* The hotel shall maintain a detailed list of duties for housekeeping personnel and a schedule and log for cleaning guest rooms, replacing linens, inspecting for damage, and other housekeeping duties. Such list and schedule shall conform to other requirements of this chapter, and the log shall state the date and time of compliance and the initials of the housekeeping staff person who carried out such duties. Guest room inspections shall occur at least once a week for any guest rooms occupied by occupants staying in excess of ten (10) days.
- (F) *Guest room inspections.* The hotel shall maintain a list of duties for inspection of guest rooms and repair of damage or replacement of damaged items and a schedule for inspection by maintenance personnel which shall be at least weekly and in any event before occupancy by a new occupant. If not included in the duties of housekeeping personnel, such list shall include inspection to ensure that smoke alarm devices and telephones are operational as well as air conditioning units, plumbing, and door locks being operational and in good repair. A log shall be maintained noting date and time of such inspection and listing defects and repairs or replacements.

Subchapter III. – Short-Term Rentals and Bed and Breakfasts.

Sec. 97.25. –Application for lodging license – STR and B&B.

- (A) It shall be unlawful to operate a STR or B&B without a lodging license.
- (B) An application for a lodging license shall be filed with the DCO on an annual basis by the owner or operator of each STR or B&B in accordance with sec. 97.03. The lodging license shall be issued or denied within sixty (60) days upon receipt of the completed application. Applications must be submitted by the designated date established by the DCO.
- (C) In addition to the requirements set forth in sec. 97.03, the application for a lodging license shall contain the following information:
 - 1. A copy of the proposed host rules for the occupants of the STR or B&B;
 - 2. A parking plan for the premises identifying and illustrating the location of parking spaces to be used in conjunction with the STR or B&B;
 - 3. A dimensioned floor plan of the proposed STR or B&B identifying bedrooms, windows, other living spaces and emergency evacuation routes. The plan shall include a window schedule with the window height, width, base dimensions and whether it is operable;
 - 4. Proof of insurance evidencing host protection or other liability insurance commensurate with the operations of the STR or B&B that provides coverage up to \$1,000,000 (\$1 million dollars) per occurrence. A certificate of insurance must be on file with the DCO. Proof of insurance shall be required at the time of application and every renewal period and

notice of cancellation of insurance must be made to the DCO within 30 days;

5. The name and contact information for the STR or B&B's property owner's homeowners association (HOA), if any, of which the premises are covered by the dedicatory instruments;
6. The owner, operator, or manager of a STR or B&B must provide the name and website link to all internet platforms that host advertisements or take reservations for lodging at the STR or B&B at any time during a 12-month period from the date of application.

(D) The application for a lodging license hereunder shall constitute the consent of the applicant and owner to an inspection of the entire premises at reasonable times by the Code Enforcement Officers, Building Inspectors, Sanitarian Inspectors, Fire Inspectors, and other authorized departments of the City of Carrollton for the purpose of determining whether there is any violation on the premises of any ordinances of the City of Carrollton or any law of the State of Texas. Any inspection of the premises or occupied guest rooms at the time of the annual inspection for the lodging license shall not occur before 9:00 a.m. nor later than 7:00 p.m.

(E) Prior to approval of a lodging license, the DCO must inspect:

1. The interior of the STR or B&B, including all guest rooms, to determine whether they are uninhabitable, dangerous, or otherwise in violation of applicable laws. If occupied, the occupant and any representative of the STR or B&B shall be permitted to be present, but may not hinder or interfere, with said inspection;
2. The exterior of the premises and all of the common grounds of the STR or B&B;
3. Any or all storage areas, community buildings, swimming pools, athletic facilities, club rooms, equipment rooms, and all other portions of the STR or B&B premises;
4. In the event the DCO is denied entry by the owner, operator, manager, or occupant, that denial is a violation of this chapter and the DCO may use the authority provided by law to gain entry.

(F) The owner shall provide each adjoining property within two hundred (200) feet of the STR or B&B property, including properties located across alleys and streets, and the Homeowners Association or Neighborhood Association, when applicable, with written notice on an annual basis that the premises will be used as a short-term rental.

1. The notice shall contain:
 - (a) The full name of the owner or property manager;
 - (b) The telephone number of the landline of the premises; and

- (c) The telephone number of the local agent or person required to monitor a telephone associated with the management of the premises.
- 2. Notice shall be deemed to have been given if mailed to each property owner by certified or registered mail on the third business day after the date on which it is mailed.
- 3. The owner shall attach the certified mail return receipts, or USPS tracking information, as proof of proper notice to neighbors to the lodging license application.

Sec. 97.26. – Denial of lodging license – STR and B&B.

- (A) In addition to the grounds set forth in sec. 97.04, a lodging license shall be denied for a STR or B&B for any of the following reasons the DCO may discover or deem advisable or necessary in the course of the review of the application:
 - 1. The owner, operator, manager, or occupant of the STR or B&B refused to permit the mandatory inspection of the premises as required prior to issuing a lodging license;
 - 2. The owner, operator, or manager has previously been convicted of three (3) or more citations for violations of this chapter or any other provisions of the Code of Ordinances relating to the STR or B&B use within the preceding 12-month time period;
 - 3. If the owner, operator, or manager previously let the STR or B&B to an occupant who is a registered sex offender in premises located within a child safety zone, as defined in sec. 130.24 of the Code of Ordinances;
 - 4. If a lodging license for a STR or B&B has been revoked or denied for the premises within the past 12 months.
- (B) The owner, operator, or manager of the STR or B&B may appeal the DCO's decision pursuant to sec. 97.06.

Sec. 97.27 - Revocation of lodging license – STR and B&B.

- (A) A STR's or B&B's lodging license shall be revoked by the Board in accordance with the process set forth in sec. 97.06.
- (B) In addition to the grounds set forth in sec. 97.05, a STR or B&B lodging license shall be revoked by the Board based on, but not limited to, the following:
 - 1. The owner, operator, manager, or occupant of the STR or B&B has prohibited the mandatory inspection of the premises;
 - 2. The owner, operator, or manager has received and been convicted of three (3) or more citations for violations of this chapter or any other provisions of the Code of Ordinances relating to the STR or B&B use within the preceding 12-month time period;

3. An occupant of the STR or B&B is a registered sex offender and the premises is within a child safety zone, as defined in sec. 130.24 of this Code;
 4. An occupant of the STR or B&B sells alcohol or performs any other activity that requires a permit or license under the Texas Alcoholic Beverage Code on the premises; or
 5. An occupant has been convicted of operating an Adult Entertainment Establishment, as set forth in Article XXIII, of the Carrollton Comprehensive Zoning Ordinance, on the premises.
- (C) In the event a STR or B&B has its lodging license revoked by the Board, a lodging license shall not be issued for a STR or B&B for the premises for a period of one (1) year from the date the license was revoked and may not operate as a STR or B&B without a lodging license.

Sec. 97.28. – Limitation on continuous occupancy in a STR and B&B.

- (A) The premises or guest rooms, as applicable, of a STR or B&B shall be let only for the use of transient occupants for a period of less than thirty (30) consecutive days, and shall not be used or occupied on a permanent basis, and no such occupant shall be deemed to be a permanent resident of the STR or B&B.
- (B) It shall be unlawful for a STR or B&B to advertise, let, allow, or otherwise provide the premises or any guest room to any person for more than thirty (30) consecutive days.
- (C) It shall be unlawful for the owner, operator, or manager to allow registration under a different name in order to avoid the continuous occupancy restrictions set forth in this section.
- (D) It shall be unlawful for a STR to allow, advertise, and/or let bedrooms within the premises as a guest room to separate occupants.
- (E) Any property left in a guest room or at the premises, as applicable, by an occupant that has checked out shall be removed by the owner, operator, or manager of the STR or B&B before the guest room or premises may be occupied by another occupant and be stored or disposed of in accordance with applicable laws.

Sec. 97.29. – Minimum premises conditions and standards – STR and B&B.

In addition to the conditions and requirements set forth in sec. 97.08, the following premise conditions and standards shall apply:

- (A) *Bathroom cleanliness.* Floors shall be washed with water and a sanitizer at change of occupancy or at least once a week when occupancy does not change.

- (B) *Fire safety.* An STR or B&B owner, operator, or manager shall provide all necessary smoke/fire alarms required by state and city codes and must ensure they are placed in required areas and are operable. The owner, operator, or manager must also provide a five (5) pound ABC fire extinguisher on site for emergency use.
- (C) *Renovations.* An owner, operator, or manager of a STR or B&B may not convert a garage into a living space or bedroom. Nor shall the owner, operator, or manager remodel, renovate, enlarge, or otherwise modify the premises to add additional bedrooms for the STR or B&B use.
- (D) *Paving of premises.* An owner, operator, or manager of a STR or B&B may not pave or otherwise cover pervious soil to create additional on-premises parking without approval from the DCO.
- (E) *Sound equipment.* The owner, operator, manager, or occupant of a STR or B&B shall not use or allow the use of amplified sound equipment that produces sound audible beyond the property line of the premises between the hours of 10:00 p.m. and 7:00 a.m.
- (F) *On-premises curfew.* The owner, operator, manager, or occupant of a STR or B&B shall not allow the congregation of occupants outside of the premises between the hours of 10:00 p.m. and 7:00 a.m.
- (G) *Trash.* The owner, operator, manager, or occupant of a STR or B&B shall not place, or allow to be placed, trash for collection on the premises before the evening prior to the scheduled trash collection day, nor on a day not scheduled for collection by the city or its authorized solid waste vendor.
- (H) *Noise Monitoring.* The STR or B&B shall install and maintain noise-monitoring devices to alert the owner, operator, company, or manager of excessive noise levels occurring on the premises.

Sec. 97.30. –Requirements and restrictions for lodging license uses - STR and B&B.

In addition to the conditions set forth in sec. 97.07, the following requirements and restrictions shall apply:

- (A) *License required.* It shall be unlawful to operate a STR or B&B without a lodging license. Effective December 2, 2025, only renewal lodging licenses will be issued for STRs and B&Bs. No lodging licenses will be issued to premises that were not operating in compliance with city ordinances within the city prior to December 2, 2025.
- (B) *Signage prohibited.* Both a STR and B&B are prohibited from placing any signage on the premises indicating a STR or B&B is operating on the premises.

- (C) *License non-transferable.* The lodging license shall not be transferable or assignable from one person, firm, partnership, corporation, or entity to another person, firm, partnership, corporation, or entity; provided, however, a change in an operator or manager by an owner shall not require a new license as long as the required information provided to the city is updated and the new operator or manager is not ineligible for licensing under this chapter.
- (D) *Ownership changes.* Whenever a change in the owner occurs at an existing STR or B&B, the new owner shall apply for a lodging license within ten (10) business days after closing on the sale of the premises.
- (E) *Display of license.* The owner, operator, or manager shall display the lodging license in the STR or B&B in an open and conspicuous public place in the interior of the premises near the entry way to the STR or to the doorway entry area of the guest room in a B&B.
- (F) *Parking restrictions.*
1. It shall be unlawful for the owner, operator, manager, or occupant of a STR or B&B, to occupy a motor home, recreational vehicle, bus, boat, commercial vehicle, or otherwise prohibited motor vehicle on the premises of a STR or B&B or on a residential street or on parking dedicated for use at a public park.
 2. It shall be unlawful for the owner, operator, or manager of a STR or B&B to permit, allow, or advise occupants to park more vehicles on the premises than the available off-street parking spaces, or to suffer or permit parking of vehicles on an unapproved surface.
 3. The maximum amount of motor vehicles allowed to be parked at a STR or B&B shall be limited to the number of available off-street parking spaces.
 4. It shall be unlawful for owner, operator, or manager of a B&B to permit, allow, suffer, or advise occupants to park a motor vehicle on a residential street or on parking dedicated for use at a public park.
 5. It shall be unlawful for owner, operator, or manager of a STR to permit, allow, suffer, or advise occupants to park a motor vehicle on a residential street or on parking dedicated for use at a public park.
- (G) *Occupancy restrictions.* It shall be unlawful for an owner, operator, or manager of a STR or B&B to let, rent, allow, provide, or advertise occupancy limits which exceed the occupancy load found in this subsection.
1. A STR or B&B shall not be occupied by more than four (4) individuals who are unrelated by blood, marriage, or adoption. The maximum occupancy of a STR or B&B for adult occupants 18 years of age or older is:

Finished Area of a STR or B&B (in square feet)	Maximum Number of Adult Occupants
up to 1,200	4 Adult Occupants
1,201 to 1,750	5 Adult Occupants
1,751 to 2,400	6 Adult Occupants
2,401 to 3,150	7 Adult Occupants
3,151 to 4,000	8 Adult Occupants
4,001 to 4,500	9 Adult Occupants
4,501 to 5,000	10 Adult Occupants

**Square footage used is based on the information provided by the county appraisal districts information on the premises as recorded.*

2. Bedrooms in a STR or B&B shall not be occupied by more individuals than listed in the following table. The number of occupants includes both adults and children.

Bedroom Size (square feet)	Maximum Number of Occupants per Room
70 to 119	1
120 to 169	2
170 to 219	3
220 to 269	4
270 to 319	5
320 and up	6

(H) *Special events prohibited.*

1. It shall be unlawful for an owner, operator, manager, or occupant of a STR or B&B to advertise or promote a special event or allow the advertising and promotion of a special event (e.g., banquet, wedding, reception, reunion, bachelor or bachelorette party, concert, or any similar activity that would assemble large numbers of invitees) to be held on the premises (i.e., utilize the premises as a “banquet hall”).
2. It shall be unlawful for the owner, operator, manager, or occupant of a STR or B&B to allow, suffer, or permit a banquet hall or special event as described to be held on the premises.

- (I) *Notice to occupants.* An owner, operator, or manager of a STR or B&B shall post a notice of instructions (also known as “host rules”) to occupants staying at the premises in a form developed by the DCO. The notice shall instruct the occupants as to all applicable city regulations pertaining to a STR or B&B. These include, but are not limited to, occupancy restrictions, limits on parking, trash pickup, prohibitions on special events, limits on amplified sound, and curfew times, and any criminal activity on the premises by an occupant will result in immediate eviction.

1. For a STR the notice of instructions must be posted near or by the front entry door to the premises and must be observable at all times and may not be obstructed in any manner.
2. For a B&B the notice of instructions must be posted in each guest room being let near the guest room entry door and must be observable at all times and may not be obstructed in any manner.

(J) *Age restriction.* It is unlawful to let to a person who is under the age of twenty-one (21).

(K) *Background checks.*

1. For each rental contract submitted for occupancy, the owner or operator shall, no later than twenty-four (24) hours prior to the start of the booking:
 - (a) Perform a sex-offender registry check of the booking guest and any additional adults in the booking group;
 - (b) Confirm that the online hosting platform used to advertise the short-term rental has conducted such a check and provides documented verification to the owner or operator.
2. The owner or operator shall retain a copy of the background check or platform verification for a minimum period of twelve (12) months after the booking date and shall provide the information to the DCO upon request.

(L) *Guest Identification.*

1. The owner or operator shall verify a government-issued photo identification for the booking guest and any other adult occupant prior to check-in. The ID verification shall include name, date of birth, and photo matching the guest, and the information shall be recorded.
2. The owner or operator shall retain a copy of the guest's ID verification for a minimum of twelve (12) months following the guest's check-out date and shall produce such records to the City upon request.

(M) *Anti-trafficking training.*

1. The owner or operator must receive annual training on how to identify human trafficking activities and victims and how to report human trafficking.
2. Each person receiving training shall maintain a record of completion for a minimum period of twelve (12) months after the training date and shall provide the information to the DCO upon request.”

SECTION 3.

Any person violating a provision of this Ordinance, upon conviction, is guilty of an offense punishable as provided in Section 10.99 of the Carrollton City Code.

SECTION 4.

The provisions of this Ordinance are severable in accordance with Section 10.07 of the Carrollton City Code.

SECTION 5.

All other provisions of the Carrollton Code of Ordinances not expressly amended as stated herein shall remain in full force and effect.

SECTION 6.

This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Carrollton, Texas, except where the provisions of this Ordinance are in direct conflict with provisions of such ordinances and such codes, in which event the conflicting provisions of such ordinances and such codes are hereby repealed.

SECTION 7.

This Ordinance shall become effective on and after its adoption and publication.

DULY PASSED AND APPROVED by the City Council of the City of Carrollton, Texas this 2nd day of December 2025.

CITY OF CARROLLTON, TEXAS

Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Meredith Ladd,
City Attorney

Cory Heiple,
Environmental Services Director



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7481

Agenda Date: 12/2/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Ordinances

Agenda Number: *20.

CC MEETING: December 2, 2025

DATE: November 18, 2025

TO: Erin Rinehart, City Manager

FROM: Cory Heiple, Environmental Services Director
Shannon Hicks, Assistant City Manager

Consider An **Ordinance Repealing Ordinance No. 4255, Relating To Temporary Short-Term Rental And Bed And Breakfast Permits During Interim Prohibition.**

BACKGROUND:

On May 6, 2025, the City Council adopted Ordinance No. 4255 establishing Title IX, Chapter 100 - Temporary Short-Term Rental and Bed and Breakfast Permit During Interim Prohibition. The purpose of that action was to provide an interim regulatory structure for certain transient lodging uses during a temporary suspension of the short-term rental special use permit process.

Since adoption, the City Council received staff briefings, on September 23, October 14, and October 28, 2025, and considered broader policy options regarding transient lodging uses. Following this review, Council has determined that the temporary framework created under Ordinance No. 4255 is no longer necessary for the regulation and administration of lodging license permits to Short-Term Rental and Bed and Breakfast operations with the proposed amendments to Ch. 97 - Hotel Code.

The attached ordinance formally repeals Ordinance No. 4255 in its entirety. The repeal does not impact any ongoing enforcement actions, complaints, or claims initiated under prior ordinances.

IMPACT ON COMMUNITY SUSTAINABILITY:

Repeal of Ordinance No. 4255 removes a temporary chapter that is no longer aligned with Council's long-term regulatory approach to short-term rentals.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends approval of the repeal of Title IX, Chapter 100 of the Carrollton Code of Ordinances.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AMENDING THE ORDINANCES OF THE CITY OF CARROLLTON, TEXAS BY REPEALING ORDINANCE NO. 4255 IN ITS ENTIRETY; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Carrollton, Texas (“City”) is a Home Rule municipality possessing the full power of local self-government pursuant to Article 11, Section 5 of the Texas Constitution, Section 51.072 of Texas Local Government Code and its Home Rule Charter; and

WHEREAS, Section 54.004 of the Texas Local Government Code provides that a home rule municipality may enforce ordinances necessary to protect health, life, and property and to preserve the good government, order, and security of the municipality and its inhabitants; and

WHEREAS, the City Council of the City of Carrollton, Texas (“City Council”) adopted Ordinance No. 4255 on May 6, 2025, relating to temporary permits for short-term rentals and bed and breakfasts; and

WHEREAS, the City has held workshops and heard presentations regarding transient uses and considered additional regulations regarding same; and

WHEREAS, the City Council believes that repealing Ordinance No. 4255 is in the best interest of the citizens of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:

SECTION 1.

The above and foregoing premises are found to be true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2.

The Ordinances of the City of Carrollton is hereby amended by repealing Ordinance No. 4255 in its entirety.

SECTION 3.

This Ordinance shall be cumulative of all other ordinances of the City, and shall not repeal any of the provisions of those ordinances except in those instances where the provisions of those ordinances are in direct conflict with the provisions of this Ordinance; provided, however, that any complaint, notice, action, cause of action, or claim which prior to the effective date of this Ordinance has been initiated or has arisen under or pursuant to such other ordinance(s) shall

continue to be governed by the provisions of that ordinance or those ordinances, and for that purpose that ordinance or those ordinances shall be deemed to remain and shall continue in full force and effect.

SECTION 4.

The sections, paragraphs, sentences, phrases, clauses and words of this Ordinance are severable, and if any section, paragraph, sentence, phrase, clause or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the City Council hereby declares that it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

SECTION 5.

This Ordinance shall take effect immediately upon its adoption in accordance with and as provided by law and the City Charter.

DULY PASSED AND APPROVED by the City Council of the City of Carrollton, Texas, this 2nd day of December, 2025.

CITY OF CARROLLTON, TEXAS

Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

APPROVED AS TO FORM:

Meredith A. Ladd
City Attorney

APPROVED AS TO CONTENT:

Cory Heiple
Director, Environmental Services



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7486

Agenda Date: 12/2/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Ordinances

Agenda Number: *21.

CC MEETING: December 2, 2025

DATE: November 19, 2025

TO: Erin Rinehart, City Manager

FROM: Jody Byerly, Director of Public Works
Shannon Hicks, Assistant City Manager

Consider An **Ordinance Amending Title V, Chapter 56, Cross Connection Control And Prevention Of The Carrollton Code Of Ordinances.**

BACKGROUND:

During the November 18, 2025 City Council Meeting, a worksession was held to discuss proposed revisions of City Code Title V, Chapter 56 - Cross Connection Control and Prevention in response to state law changes, regulatory agency name change and to include additional definitions.

Key provisions of the proposed amendment include:

- Atmospheric vacuum breakers are no longer allowed for backflow protection on irrigation systems;
- Name change from TNRCC (Texas Natural Resource Conservation Commission) to TCEQ (Texas Commission on Environmental Quality);
- Added engineered air gap to avoid cross connections;
- Added definition for OSSF (Onsite Sewage Facility);
- Allows for adjustment of fees (To be addressed in fee schedule ordinance) ;

IMPACT ON COMMUNITY SUSTAINABILITY:

Amending this ordinance allows for better code enforcement at locations where inadequate back-flow protection is in place, thereby further protecting the City water system.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends adoption of the proposed ordinance amendments to Title V, Chapter 56 of the Carrollton Code of Ordinances.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS AMENDING THE CODE OF ORDINANCES TITLE V “PUBLIC WORKS” BY REVISING AND RESTATING CHAPTER 56, CROSS-CONNECTION CONTROL AND PREVENTION; ADDING DEFINITIONS; PROVIDING FOR UPDATED BACKFLOW PREVENTION ASSEMBLY REQUIREMENTS; PROVIDING PROVISIONS REGARDING FIRE PROTECTION SYSTEMS, FIRE HYDRANT PROTECTION, MOBILE SYSTEMS, PLUMBING CODE, THERMAL EXPANSION, PRESSURE LOSS, COMPLIANCE FOR LANDSCAPE IRRIGATION, RAINWATER HARVESTING, RESIDENTIAL SERVICE CONNECTIONS, INTERCONNECTIONS, MULTIPLE CONNECTIONS, CUSTOMER SERVICE INSPECTIONS, CERTIFICATION OF CUSTOMER SERVICE INSPECTORS, CERTIFICATION OF BACKFLOW PREVENTION ASSEMBLY TESTERS, LICENSED BACKFLOW PREVENTION ASSEMBLY TESTER RESPONSIBILITIES, FEES, TESTING AND MAINTENANCE OF BACKFLOW ASSEMBLIES, INSTALLATION GUIDELINES AND REQUIREMENTS FOR BACKFLOW PREVENTION ASSEMBLIES, RIGHT-OF-WAY ENCROACHMENT BY BACKFLOW PREVENTION ASSEMBLIES, EMERGENCY SUSPENSION OF UTILITY SERVICE, NON-EMERGENCY TERMINATION OF WATER SUPPLY, ACCESS TO PREMISES TO CONDUCT TCEQ REQUIRED CUSTOMER SERVICE INSPECTIONS; ESTABLISHING SPECIFIC VIOLATIONS, ENFORCEMENT, AND PENALTY PROVISIONS; PROVIDING FOR ADMINISTRATIVE APPEAL; PROVIDING SAVINGS, REPEALING, AND SEVERABILITY CLAUSES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Carrollton, Texas (“City”) is a Home Rule municipality possessing the full power of local self-government pursuant to Article 11, Section 5 of the Texas Constitution, Section 51.072 of the Texas Local Government Code and its Home Rule Charter; and

WHEREAS, the State of Texas, through its statutes, regulations, and rules of the Texas Commission on Environmental Quality (“TCEQ”), requires the protection of the public water supply through appropriate cross connection control measures and local administration of a backflow prevention device testing program; and

WHEREAS, the City maintains and operates a public water utility and is responsible for protecting the integrity and safety of the public water supply; and

WHEREAS, the City Council of the City of Carrollton, Texas (“City Council”) has determined that state law requires additional regulations related to cross-connection and backflow controls so as to further protect the public water supply; and

WHEREAS, the City Council finds that the regulations set forth in this Ordinance are necessary and proper for the good government, health, and safety of the citizens of the City;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:

SECTION 1.

All of the above premises are found to be true and correct legislative findings and factual findings of the City Council, and they are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2.

Title V “Public Works” of the Code of Ordinances of the City of Carrollton, Texas, is hereby amended by revising and restating Chapter 56, “Cross-Connection Control and Prevention”, to read as follows:

“CHAPTER 56. CROSS-CONNECTION CONTROL AND PREVENTION

Sec. 56.01. Cross-connection standards program purpose.

Every source of contamination or possible contamination from any contaminant which originates from or is located at a residential or commercial establishment, which is connected to any public water supply, or which provides water to the public, shall be equipped with backflow protection required under the provisions of this ordinance. In addition, no water connection from any public drinking water supply system shall be connected to any condensing, cooling, or industrial process or any other system of non-potable usage over which the public water supply system officials do not have sanitary control. The purpose of a cross-connection control program is to promote the public health, safety, and welfare by regulations designed to:

(A) Protect the public potable water supply of the City of Carrollton from the possibility of contamination or pollution by isolating within a customer’s internal distribution systems or a customer’s private water systems contaminants or pollutants that could backflow into the public water system;

(B) Promote the elimination or control of existing cross-connections, whether actual or potential, between customers in plant potable water system(s) and non-potable water system(s), plumbing fixtures, and industrial piping system(s);

(C) Provide for the maintenance of a continuing program of cross-connection elimination and control which will systematically and effectively prevent the contamination or pollution of the City’s potable water system; and

(D) Provide continued compliance with all applicable state laws.

Sec. 56.02. Definitions and Abbreviations.

For the purpose of this chapter, the following definitions and abbreviations apply unless the context clearly indicates or requires a different meaning. If a word or term used in this chapter is not contained in the following list, its definition, or other technical terms used, shall have the meanings or definitions listed in the most recently adopted edition of the City of Carrollton Plumbing Code and/or the *Manual of Cross Connection Control* published by the Foundation for Cross Connection Control and Hydraulic Research, University of Southern California:

Air break. A piping arrangement in which a drain from a fixture, appliance or device discharges indirectly into another fixture, receptacle or interceptor at a point below the *flood level rim* and above the trap seal.

Air gap. The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet conveying water to a tank, fixture, receptor, sink, or other assembly and the flood level rim of the receptacle. The vertical, physical separation must be at least twice the diameter of the water supply outlet, but never less than 1.0 inch.

Atmospheric vacuum breaker backflow prevention device or atmospheric vacuum breaker or AVB. A device used to prevent back-siphonage in non-health hazard conditions. This device cannot be tested and cannot prevent back-pressure backflow. AVBs are not allowed on landscape irrigation systems.

Auxiliary water supply. Any water source available to a property other than the primary, approved public water system. This can include other public water supplies, natural sources like wells, springs, or rivers, and even reused water or industrial fluids. These alternative sources are often used to supplement or replace the public water system for non-potable uses like irrigation, firefighting, or toilet flushing.

AWWA. American Water Works Association.

Backflow. The undesirable reversal of flow of a liquid, gas, or suspended solid into the potable water supply.

Backflow prevention assembly or Assembly (includes the plural). A device or mechanism used to counteract back-pressure or prevent back-siphonage in order to protect against health hazard and non-health hazard backflow conditions.

Backflow prevention assembly tester or BPAT. A person who is licensed by TCEQ and meets the City's requirements to test and repair backflow prevention assemblies on any domestic, commercial, industrial, or irrigation service. The two main categories of services that a *BPAT* provides are as follows:

- (1) *General tester.* A backflow prevention assembly tester who is licensed by TCEQ and meets the city's requirements to test and repair backflow prevention assemblies on any domestic, commercial, industrial, or irrigation service.
- (2) *Fireline tester.* A backflow prevention assembly tester who is licensed by TCEQ, meets the city's requirements to test and repair backflow prevention assemblies, and is

permanently employed by an Approved Fireline Contractor. A Fireline tester may test and repair assemblies on any domestic, commercial, industrial, irrigation service, or fire protection sprinkler system.

Backflow prevention assembly test gauge A specialized instrument used to test if a backflow preventer is working correctly. It typically consists of a differential pressure gauge, hoses, and fittings, and is used to perform a field test by measuring the pressure difference across the assembly's check valves. This measurement is critical to ensure that water does not flow backward and contaminate the potable water supply. Gauges used in the testing of backflow-prevention assemblies must be tested for accuracy annually in accordance with state laws. The same gauge cannot be used to test backflow prevention assemblies on potable and non-potable water lines. Backflow-prevention-assembly testers who test assemblies on both potable and non-potable water lines must use different gauges for each line. The gauge used to test assemblies on non-potable water lines must never be used on potable water line assemblies and must have a purple decal, affixed to the dial inside the lens cover, with "NON-POTABLE USE ONLY" printed in white lettering.

Backflow prevention device. A backflow prevention component that is not a testable plumbing appurtenance which prevents water from flowing backward into the potable water supply, often installed at a building's taps or on individual fixtures. Devices are not allowed to be installed on cross connections where there are health hazards and have limited use for non-health hazard applications for backflow prevention in certain hydrologic conditions. City approval is needed for its component application.

Back-pressure. The unwanted reverse flow of water in a plumbing system caused by a higher pressure on the downstream side than on the supply side, forcing contaminated or non-potable water backward into the clean water supply. This condition is often caused by pumps, thermal expansion, or a high-elevation water system, and it can introduce pollutants or contaminants into the drinking water supply.

Back-siphonage. The unwanted reverse flow of water or other substances into the potable water supply caused by a negative pressure or vacuum in the supply line. This can occur during events like a water main break, firefighting, or high water usage, which lowers pressure and can pull contaminants into the clean water system.

Boresight or boresight to daylight. Unrestricted straight-line opening in an enclosure that vents to grade, and is sized and constructed to adequately drain the full flow discharge from a backflow prevention assembly thus preventing any potential for submersion of the assembly.

City or the city. The City of Carrollton through the City Manager, or designee, or any representative, contractor, inspector, or employee designated by the City Manager.

Commercial establishment. Property or location which is used primarily for manufacture, production, storage, wholesaling, or retailing of goods or services which are or may be placed in the flow of commerce or any property or location which is used primarily for the provision of any good or service.

Commission or TCEQ. The Texas Commission on Environmental Quality (TCEQ), or any successor agency.

Contaminants. Any foreign material, solid or liquid, that is not common to the potable water supply which makes the water unfit or undesirable for human or animal consumption.

Contamination or contaminated. The entry into, or presence in, a public water supply of any substance which may be harmful to health or to the quality of the water.

Cross-connection. Any physical arrangement where a potable water supply is connected, directly or indirectly (actually or potentially), to or with any non-potable water system or source, used water system or auxiliary water supply, sewer, drain conduit, swimming pool, storage reservoir, plumbing fixture, swamp coolers, air conditioner units, fire protection system, or any other assembly which contains, or may contain, contaminated water, sewage, or other liquid of unknown or unsafe quality which may be capable of imparting contamination to the public water system as a result of backflow. Bypass arrangements, jumper connections, removable sections, swivel, or change-over assemblies, or other temporary or permanent assemblies through which, or because of which, backflow may occur, are examples of cross-connections.

Cross-connection control device. Any nationally approved or recognized device placed upon any connection, physical or otherwise, between a potable water supply system and any plumbing fixture or any tank, receptacle, equipment, or device, which is designed to prevent non-potable, used, unclean, polluted and contaminated water, or other substances, from entering into any part of the potable water supply system under any condition or set of conditions.

Cross-connection control survey. A cross-connection control survey is a systematic inspection of a property's entire plumbing system to identify and assess potential risks of contamination from non-potable water sources entering the potable water supply. The survey involves a detailed walk-through, documenting all actual or potential cross-connections and the methods or devices used to prevent backflow. The survey focuses on identifying any points where the potable water supply could be exposed to non-potable water, such as from auxiliary water sources, irrigation systems, fire sprinklers, or industrial equipment. The survey assesses the effectiveness of existing backflow prevention devices, ensuring they are properly installed and maintained to prevent backflow. Each identified cross-connection is evaluated based on the potential severity of contamination. The survey may result in recommendations for installing backflow prevention devices or modifying plumbing systems to eliminate or mitigate cross-connection risks.

Customer service inspection. A customer service inspection is an examination of the private water distribution facilities of a user, or potential user, of the public water system for the purpose of providing or denying water service. This inspection is limited to the identification and prevention of cross-connections, potential contaminant hazards, and illegal lead materials. A customer service inspection is not a plumbing inspection as defined and regulated by the Texas State Board of Plumbing Examiners (TSBPE).

Customer Service Inspector or CSI. A customer service inspector is an individual licensed by TCEQ to perform inspections of private water distribution facilities. A CSI's role is limited to the scope defined by TCEQ regulations and is not a plumbing inspection as defined and regulated by the TSBPE.

Degree of hazard. The hazard classification (health or non-health) assigned to an actual or potential cross-connection. A list of common hazards can be found in 30 TAC §290.47(f), this list is not all inclusive.

- (1) *Health hazard.* A cross-connection, potential contamination hazard, or other situation involving any substance that can cause death, illness, spread of disease, or has a high probability of causing such effects if introduced into the potable drinking water supply.
- (2) *Non-health hazard.* A cross-connection, potential contamination hazard, or other situation involving any substance that generally will not be a health hazard, but will constitute a nuisance, or be aesthetically objectionable, if introduced into the public water supply.

Director. The City Manager, or designee, who is vested with authority and responsibility for the implementation of an effective cross-connection control program and for the enforcement of the provisions of this chapter.

Double check detector backflow prevention assembly or DCDA. specially designed assembly composed of a line-size approved double check valve assembly with a bypass containing a specific water meter and an approved double check valve assembly. The meter shall register accurately for rates of flow up to 2 gpm (gallons per minute) and shall show a registration for all rates of flow.

Double check valve backflow prevention assembly or double check assembly or DC. An assembly which consists of two independently acting, approved check valves, including tightly closing resilient seated shutoff valves attached at each end of the assembly and fitted with properly located resilient seated test cocks.

Drinking water All water distributed by any agency or individual, public or private, for the purpose of human consumption or which may be used in the preparation of foods or beverages or for the cleaning of any utensil or article used in the course of preparation or consumption of food or beverages for human beings. The term "drinking water" shall also include all water supplied for human consumption or used by any institution catering to the public.

Engineered air gap. A specific plumbing device that creates a physical separation and contains the air gap. While a physical separation, it does not meet the plumbing code definition of a physical air gap separation of 2 x diameter of the water supply line size above the overflow "flood level rim". These devices are designed to prevent contaminated water from being siphoned back into the clean water supply. Any engineered air gaps must obtain approval from the city prior to installation.

Industrial reclaimed water. Wastewater from non-domestic or non-municipal sources that has been treated to a quality suitable for reuse in industrial processes, such as cooling, manufacturing, or dust control. Specific types of industrial wastewater that are eligible and ineligible for use as reclaimed water are listed in the Texas Administrative Code.

Inspector - An individual who is recognized by the city as a licensed inspector under the provisions of this chapter.

Irrigator - An individual who sells, designs, offers consultations regarding, installs, maintains, alters, repairs, services, or supervises the installation of an irrigation system, including the connection of such system to a raw or potable water supply or any public water system, and who is required to be licensed under all applicable state laws.

Mobile unit. A vehicle or portable operation that connects to the public potable water system and has the potential to introduce contaminants. These include, but are not limited to, recreational vehicles (RVs), mobile medical equipment units, carpet-cleaning vehicles, water-hauling vehicles, water treatment units, street-cleaning vehicles, liquid-waste vehicles, power-wash operations, food vendor units, and pest-control vehicles.

Nonresidential use. Water used by any individual other than a residential customer of the water supply and includes all uses not specifically included in “residential uses” as defined in the city’s zoning ordinance.

On-Site Sewage Facility or OSSF. Septic systems that treat and dispose of wastewater on a property instead of a public sewer

Person. Any individual, partnership, association, corporation, firm, club, trustee, receiver, and bodies politic and corporate.

Point-of-use isolation. The appropriate backflow prevention within a customer’s private water conveyance system at the point at which the actual or potential cross-connection exists. It is also referred to as fixture outlet protection.

Potable water supply. Water that is safe for human consumption and meets applicable federal and state drinking water standards. It includes water used for drinking, cooking, and other domestic purposes like washing and preparing food.

Premises. Any property connected to the public water system, including all improvements, buildings, mobile units, and other structures located on it.

Premises containment isolation. The appropriate backflow prevention assembly installed at the service connection between the public water distribution system (water meter) and the water user.

Pressure vacuum breaker backflow prevention assembly or pressure vacuum breaker or PVB. An assembly which provides protection against back-siphonage but does not provide adequate protection against back-pressure or backflow. The assembly is a combination of a single check valve with an AVB and can be used with downstream resilient seated shutoff valves. In addition,

the assembly has suction and discharge gate valves and resilient seated test cocks which allows the full testing of the assembly.

Public water system or system. A system for the provision to the public of water for human consumption through pipes or other constructed conveyances, which includes all uses described under the definition for drinking water. This term includes: any collection, treatment, storage, and distribution facilities under the control of the operator of such system and used primarily in connection with such system, and any collection or pretreatment storage facilities not under such control which are used primarily in connection with such system.

Reclaimed Water. Treated wastewater that is cleaned and purified to a high standard, making it suitable for a beneficial reuse, such as agricultural irrigation, industrial processes, toilet flushing, or even replenishing groundwater. It is also known as recycled water or reused water

Reduced pressure principle assembly or RP. An assembly containing two independently acting approved check valves together with a hydraulically operated, mechanically independent pressure differential relief valve located between the check valves and at the same time below the first check valve. The unit shall include properly located resilient seated test cocks, and a tightly-closing resilient seated shutoff valve the end of the assembly.

Reduced pressure principle detector assembly or RPDA. A specially designed assembly composed of a line-size approved reduced pressure principle backflow prevention assembly with a specific bypass containing a specific water meter and an approved reduced pressure principle backflow prevention assembly. The meter shall register accurately for rates of flow up to 2 gpm and shall show a registration for all rates of flow.

Representative of the water system. An individual designated by the city to perform cross-connection control duties that shall include, but are not limited to, cross-connection inspections, water use surveys, and backflow prevention assembly testing.

Residential service connections. Water used by any residential customer of the water supply and includes single family dwellings, duplexes, multiplex, and apartments where the individual units are each on a separate meter; or, in cases where two or more units are served by one meter, the units are full-time dwellings.

Service connection. The point of delivery at which the public water system connects to the private supply line or lateral of a water user.

Spill-resistant pressure vacuum breaker or SVB. An assembly containing an independently operating, internally loaded check valve and independently operating, loaded air inlet valve located on the discharge side of the check valve. This assembly is to be equipped with a properly located resilient seated test cock and tightly closing resilient seated shutoff valves attached at each end of the assembly.

Thermal expansion. The tendency of water to increase in volume when heated. This expansion can lead to increased pressure within the water system, which can potentially cause damage.

USC-FCCCHR. University of Southern California Foundation for Cross-Connection Control and Hydraulic Research

Used water. Water supplied by a public water system to a consumer's water system after it has passed through the service connection.

Water use backflow prevention cross-connection control survey. A survey conducted, or caused to be conducted, by the city of a property's water system to identify and evaluate potential cross-connections that could allow contaminated water to flow back into the public water supply.

Sec. 56.03. Right-of-way encroachment.

No individual shall install or maintain a backflow prevention assembly upon or within any city right-of-way except as provided in this section.

- (A) A backflow prevention assembly required by the city may be installed upon or within the city right-of-way only if the owner proves to the city that there is no other feasible location for installing the assembly, installing it in the right-of-way will not interfere with traffic or utilities, and the owner obtains a permit from the city. The city retains the right to approve the location, height, depth, enclosure, and other requisites of the assembly prior to its installation.
- (B) All permits and inspections required by the city to perform work in the right-of-way shall be obtained.
- (C) The assembly shall be installed below or flush with the surrounding grade except when it is not practicable to install it in this manner. Any assembly or portion of an assembly, which extends above ground, shall be located no closer than 18 inches to the face of the curb.
- (D) The city shall not be liable for any damage done to or caused by an assembly installed in the right-of-way.
- (E) A property owner shall, at the request of the city and at the owner's expense, relocate a backflow prevention assembly which encroaches upon any city right-of-way when such relocation is necessary for street or utility construction or repairs for purposes of public safety. Failure to relocate may result in the cessation of access to the public water system.
- (F) An individual commits an offense if he/she fails to relocate a backflow prevention assembly located in or upon any city right-of-way after receiving a written order from the city.

Sec. 56.04. Multiple connection.

Any premises requiring multiple service connections for adequacy of supply and/or fire protection will be required to install a backflow assembly on each of the service lines to the premises. The type of assembly will be determined by the degree of hazard that could occur in the event of an interconnect between any of the buildings on the premises.

Sec. 56.05. Protection required; installation.

- (A) The backflow prevention assembly protection which is required under this chapter shall comply with all applicable federal and state laws as well as the City's general design standards and ordinances. The city shall determine the type and location of backflow prevention assembly to be installed within the area served by the city. The backflow prevention assembly is required in one or more of the following circumstances. This list is not exhaustive and installation of an approved backflow assembly may be required in other circumstances:
- (1) The nature and extent of any activity on the premises, or the materials used in connection with any activity on the premises, or materials stored on the premises, could contaminate or pollute the potable water supply.
 - (2) Premises having one or more cross-connections and the cross-connection(s) are protected by an AVB.
 - (3) Internal cross-connections are present that are not correctable.
 - (4) Intricate plumbing arrangements that are present which make it impractical to ascertain whether cross-connections exist.
 - (5) There is unduly restricted entry so that inspections for cross-connections cannot be made with sufficient frequency to ensure that cross-connections do not exist.
 - (6) An appropriate cross-connection control survey report form has not been filed with the city.
 - (7) A fire suppression system is connected to the city's water system.
 - (8) All new construction if deemed necessary in the customer service inspection. The type of assembly required will be determined by the degree of hazard.
 - (9) When a building is constructed on commercial premises, and the end use of such building is not determined or could change, a RP assembly may be installed at the service connection that supplies water for public use.
 - (10) Any auxiliary water supply is in use.
 - (11) Rainwater harvesting. An approved backflow prevention assembly or air gap must be installed to prevent non-potable water from entering the potable water supply. All piping that contains harvested rainwater must be labeled "UNTREATED RAINWATER - DO NOT DRINK".
 - (12) Installation of all reclaimed water systems, including industrial reclaimed water systems, must be inspected prior to the system being activated. All reclaimed water systems are prohibited from being connected to the public water system. Backflow prevention assemblies installed on these stand-alone systems shall be tested upon installation by a *BPAT* and certified to be operating within specifications prior to connection to the public water system.

- (13) In the event point-of-use isolation has not had the testing or repair done as required by this chapter, premises containment isolation will be required.
 - (14) If it is determined that additions or alterations have been made to the plumbing system without obtaining proper permits, premises containment isolation may be required.
 - (15) All multistory buildings or any building with a booster pump or elevated storage tank.
- (B) All backflow prevention assemblies installed after the effective date of this chapter shall be installed in a manner designed to facilitate ease of inspection by the city. Any currently installed backflow prevention assemblies which are in inaccessible locations, or where the tester is subject to physical danger, shall be relocated to approved locations following current national guideline standards.
- (C) Swimming pool drain lines, including those for backwash and deck drains, must discharge to the sanitary sewer through an approved air gap.
- (D) Existing Assembly Retrofit
The city may require retrofitting of an existing backflow protection where inadequate backflow protection is in place and/or to address incidents of unaccounted for water loss.
- (1) Retrofitted or remodeled systems shall have an approved backflow prevention assembly installed as close as practicable to the point of water service delivery.
 - (2) When retrofitting or remodeling existing systems, a thorough hydraulic analysis is necessary to accommodate the backflow prevention device and any associated friction loss.
 - (3) All required plan review and permitting is required prior to retrofitting activities taking place.

Sec. 56.06. Testing of assemblies.

All *BPAT* backflow assembly testing and repair activities including reports are to be completed at time of testing by the *BPAT* utilizing the city's reporting process. Re-testing activities are required for failed assembly issues with extension timelines for corrective actions approved by the city. Any late *BPAT* backflow assembly testing reports, or repair activities not addressed are subject to fees and penalties as allowed for by the Code of Ordinances of the City of Carrollton.

- (A) All backflow prevention assemblies shall be inspected and tested or caused to be inspected and tested in compliance with city and TCEQ regulations in each of the following circumstances:
- (1) Immediately after installations;
 - (2) Whenever the assembly is moved;
 - (3) A minimum of once a year (excluding non-health residential irrigation devices);
 - (4) Premises that have been vacated and unoccupied for one year, prior to re-occupancy;
 - (5) Immediately after repairs; and

- (6) There is reason to believe the assembly is not working properly.
- (B) All assembly testing shall be performed by a *BPAT*.
- (C) Duly authorized employees of the city bearing proper credentials and identification are entitled to enter any public or private property at any reasonable time for the purpose of enforcing this chapter. Persons and occupants of premises which are provided with water service by the city, either directly or indirectly, shall allow the city or its representatives ready access at all reasonable times to all parts of the premises for the purposes of inspection, testing, records examination, or in the performance of any of their duties. Where persons or occupants of premises have security measures in force which would require proper identification and clearance before entry into their premises, the persons and occupants of the premises shall make necessary arrangements with their security guards so that upon presentation of suitable identification, personnel from the city will be permitted to enter, without delay, for the purposes of performing their specific responsibilities.
- (D) The city is not liable for any damage to a backflow prevention assembly which may occur during installation, testing, or repair.
- (E) A *customer service inspection* may be conducted at any premises located in the city which is served by the public water supply, or which provides water to the public. Upon determination that the premises falls under the provisions of this chapter and requires a backflow prevention assembly, a notice to abate the condition or to install the proper backflow prevention assembly shall be issued.
- (F) It is the responsibility of the person who owns or controls the premises to have all assemblies tested in accordance with this chapter. Assemblies may be required to be tested more frequently if the city deems it necessary.
- (G) All results from assembly testing by a *BPAT* will utilize the city authorized reporting requirements.

Sec. 56.07. Thermal expansion.

It is the responsibility of any person who owns or controls premises to eliminate the possibility of thermal expansion if a closed system has been created by the installation of a backflow prevention assembly.

- (A) Temperature and pressure relief valves, or combinations thereof, and energy cutoff devices shall bear the label of an approved agency and shall have a temperature setting of not more than 210°F (99°C) and a pressure setting not exceeding the tank or water heater manufacturer rated working pressure or 150 psi (1035 kPa), whichever is less. The relieving capacity of each pressure relief valve and each temperature relief valve shall equal or exceed the heat input to the water heater or storage tank.
- (B) Backflow protection is required for a potable water supply piping cold water line due to it being used to deliver water to water heaters. To prevent heating system water from backflowing and contaminating the building water supply piping, appropriate backflow protection in the form of a reduced pressure zone assembly and or air gap is required when chemicals are used in the interior hot water plumbing system for cleaning or any other additives are introduced into the hot water plumbing system to prevent contamination of the public water system.
- (C) The discharge piping serving a pressure relief valve, temperature relief valve or combination thereof shall meet the current city approved plumbing code and not installed to facilitate a cross-connection of the discharge piping.
- (D) Boiler Requirements Backflow Protection - A building's potable water supply piping cold water line is used to deliver water to hydronic or steam heating boilers, in order to prevent heating system water from contaminating the building water supply piping. For this reason, appropriate backflow protection in the form of a reduced pressure assembly and or air gap is required.
 - (1) Non-potable clear-water waste. Where devices and equipment such as process tanks, filters, drips, and boilers discharge non-potable water to the building drainage system, the discharge shall be through an indirect waste pipe by means of an air gap to an approved waste drain system.

Sec. 56.08. Pressure loss.

Any reduction in water pressure caused by the installation of a backflow prevention assembly is not the responsibility of the city.

Sec. 56.09. Residential service connections.

Any person who owns or controls any residential premises which has been determined to have an actual or potential cross-connection will be required to eliminate the actual or potential cross-connection or have an approved backflow prevention assembly installed in accordance with this chapter.

Sec. 56.10. Rental properties.

Any person who owns or controls premises is responsible for the installation, testing, and repair of all backflow prevention assemblies on their premises.

Sec. 56.11. Customer service inspection.

- (A) TCEQ Public Water System regulations require that a customer service inspection for cross-connection control shall be conducted for circumstances listed in 56.11 (C) (1-4). This inspection must be completed by an authorized CSI.
- (B) Additionally, during the customer service inspection, all requirements for newly identified and required backflow prevention assembly requirements shall be completed before access to the public water system is established. Customer service inspection requirements are mandatory and failure to comply with identified noncompliance items will result in denial of access to the public water system until corrective actions have been completed and approved by the city. Customer service inspection findings shall be documented utilizing the city's approved process. All customer service inspection reports are to be completed at time of inspection by a CSI. Re-inspections are required for customer service inspection noncompliance issues with extension timelines for corrective actions approved by the city. Any non-corrective actions addressed are subject to fees and penalties as allowed for by the Carrollton Code of Ordinances.
- (C) A TCEQ required customer service inspection shall be conducted in each of the following circumstances:
 - (1) Prior to permanent water service to a newly constructed premises or previously unconnected premises.
 - (2) After any material improvement to premises.
 - (3) Any correction or addition to the plumbing of any premises.
 - (4) The city deems it necessary.
- (D) Temporary water service which poses a potential cross-connection threat to the potable water supply shall be inspected and protected by an approved backflow prevention assembly.
- (E) Customer Service Inspections will be carried out by a qualified inspector from the city or a CSI authorized by the city to perform inspections.

Sec. 56.12. Installation guidelines and requirements for backflow prevention assemblies.

- (A) A city approved backflow prevention assembly shall be placed on the property side of the water connection to prevent contamination of the water distribution system. In the event an approved backflow prevention assembly was not installed at the time service was obtained from the city, after due notice in writing, the customer shall install an approved backflow prevention assembly or the water service will be terminated. All backflow prevention assemblies shall be tested upon installation with health hazard assemblies tested at least annually thereafter by a TCEQ licensed and or approved backflow prevention assembly tester that is authorized and registered by the city. Only approved backflow prevention assemblies endorsed by the *USC-FCCCHR* are allowed to be utilized in the city. Any deviation from this requirement must have city approval prior to

installation. Any existing backflow prevention assemblies that must be replaced shall conform to the *USC-FCCCHR* standard. All backflow prevention assembly installation must comply with AWWA, USC-FCCCHR, city, and manufacturer's recommendations. *General.* To ensure proper operation and accessibility of all backflow prevention assemblies, the following requirements shall apply to the installation of these assemblies.

- (1) Backflow prevention assemblies shall be installed in accordance with the current *TCEQ*, *AWWA* and *USC-FCCCHR* regulations and guidelines. The assembly installer must obtain the required plumbing permits and have the installation inspected by the city.
 - (2) At facilities which require a backflow prevention assembly to be installed at the point of delivery of the water supply, such installation of the assembly must be before any branch in the line and on private property located just inside the boundary between the city right of way and the landowner's property. The city may specify other areas for installation of the assembly. Assemblies that must be installed or are located on city rights of way are the responsibilities of the business or entity that the water line is serving.
 - (3) The assembly must be protected from freezing and other severe weather conditions.
 - (4) All backflow prevention assemblies shall be of a type and model approved by the city.
 - (5) All vertical installations of backflow assemblies must have prior approval by the city and must be specifically rated for vertical installations by the manufacturer.
 - (6) Assemblies that are larger than four inches and installed more than five feet above floor level must have a suitable platform for use by testing or maintenance personnel.
 - (7) Bypass lines are prohibited. Pipefittings which could be used for connecting a bypass line must not be installed.
 - (8) Facilities that require continuous, uninterrupted water service and are required to have a backflow prevention assembly must make provisions for the parallel installation of assemblies of the same type so that testing, repair, and maintenance can be performed. The backflow prevention assemblies should be sized in such a manner that either assembly will provide the maximum flow required.
 - (9) Lines should be thoroughly flushed prior to installation. A strainer with blowout tapping may be required ahead of the assembly.
 - (10) The property owner assumes all responsibility for any damages resulting from installation, operation, and/or maintenance of a backflow assembly. The owner shall be responsible for keeping all backflow prevention assembly vaults free of silt and debris.
 - (11) Upon completion of installation, the city shall be notified, and all assemblies must be inspected and tested. All assemblies must be registered with the city and shall provide the date of installation, manufacturer, model, type, size, serial number of the backflow assembly, and initial test report.
- (B) *Reduced pressure principle backflow prevention assemblies (RPs).* May be utilized at premises where a substance is handled that would be hazardous to health if introduced into the potable water system. A RP is normally used in locations where an air gap is impractical. The RP shall be effective against both back-siphonage and back-pressure in health hazard applications.

RPs are typically installed above grade in well drained areas but may be installed below grade (ground level) if a boresight drain to daylight is provided. The drain shall be of adequate capacity to carry the full rated flow of the assembly and shall be screened on both ends.

- (1) Enclosures shall be designed for ready access and sized to allow for the minimum clearances established below. Removable protective enclosures are typically installed on the smaller assemblies. Daylight drain ports must be provided to accommodate full pressure discharge from the assembly.
 - (2) Assemblies two inches and smaller shall have at least six-inch clearance on both sides and on top of the assembly, and 12 inches below and behind the assembly. All assemblies larger than two inches shall have a minimum of 12 inches on the back side, 24 inches on the test cock side. Headroom of six feet zero inches is required in vaults without a fully removable top. A minimum access opening of 36 inches is required on all vault lids.
 - (3) All RP assemblies must be tested in accordance with this chapter. Tests are the responsibility of the assembly owner.
 - (4) Variances from these specifications will be evaluated on a case-by-case basis. Any deviations must have prior written approval of the city.
- (C) *Reduced pressure principle detector backflow prevention assemblies (RPDA)*. May be utilized in all installations requiring a reduced pressure principle backflow prevention assembly and detector metering.
- (1) RPDAs shall comply with the installation requirements applicable for reduced pressure principle backflow assemblies (RP).
 - (2) The line-size RP assembly and the bypass RP assembly must each be tested. A separate test report for each assembly must be completed by the certified tester.
- (D) *Double check valve backflow prevention assemblies (DC)*. May be utilized at premises where a substance is handled that would be objectionable but not hazardous to health if introduced into the potable water system.
- (1) Premises where an uninterrupted water supply is critical should be provided with two assemblies installed in parallel. Assemblies should be sized in such a manner that either assembly will provide the minimum water requirements while the two together will provide the maximum flow required.
 - (2) DCs may be installed below grade, providing all test cocks are fitted with brass pipe plugs. All vaults shall be well drained, constructed of suitable materials, and sized to allow for the minimum clearances established below.
 - (3) Assemblies two inches and smaller shall have at least six-inch clearance below and on both sides of the assembly, and if located in a vault, the bottom of the assembly shall be not more than 24 inches below grade. All assemblies larger than two inches shall have a minimum clearance of 12 inches on the back side, 24 inches on the test cock side, and 12 inches below the assembly. Headroom of six feet zero inches is required in vaults without a fully removable top. A minimum access opening of 36 inches is required on all vault lids. "Y" pattern double check valve assemblies shall be installed so that the

- checks are horizontal, and the test cocks face upward. These clearance standards apply to all assemblies installed in vaults, enclosures, and meter boxes.
- (4) Vertical installations of DCs are allowed only on sizes up to and including four inches that meet the following requirements:
 - (a) Internally spring-loaded check valves;
 - (b) Flow is upward through assembly;
 - (c) Manufacturer states their assembly can be used in a vertical position;
 - (d) Approved by the city.
 - (5) All DCs must be tested in accordance with this chapter. Tests are the responsibility of the assembly owner.
 - (6) Variances from these specifications will be evaluated on a case-by-case basis. Any deviations must have prior written approval of the city.
- (E) *Double check detector backflow prevention assemblies (DCDA)*. May be utilized in all installations requiring a double check valve assembly and detector metering.
- (1) DCDA's shall comply with the installation requirements applicable for double check valve assemblies (DCs).
 - (2) The line-size DC assembly and the bypass DC assembly must each be tested. A separate test report for each assembly must be completed by the certified tester.
- (F) *Pressure vacuum breaker backflow prevention assemblies (PVB)*. May be utilized at point-of-use protection only and where a substance is handled that would be objectionable but not hazardous to health if introduced into the potable water system. PVBs protect against back-siphonage only and shall not be installed where there is potential for back-pressure.
- (1) The assembly shall be readily accessible for testing and maintenance, with a minimum clearance of 12 inches all around the assembly.
 - (2) All PVBs must be tested in compliance with this chapter. Tests are the responsibility of the assembly owner. -by-case basis. Any deviations must have prior written approval of the city.
- (G) *Spill resistant pressure vacuum breaker backflow prevention assemblies (SVB)*. May be utilized in all installations requiring a pressure vacuum breaker. SVBs shall comply with the installation requirements applicable for pressure vacuum breaker backflow prevention assemblies.

Sec. 56.13. Air gap separation.

Air gaps provide maximum protection from backflow hazards and should be utilized at all locations where "high" hazardous substances are at risk of entering the potable water system.

- (A) If splashing is a problem, tubular screens may be attached, or the supply line may be cut at a 45-degree angle. The air gap distance is measured from the bottom of the angle. Hoses are not allowed.

- (B) Air gap separations shall not be altered in any way without prior approval from the city and must be available for inspection at all reasonable times.
- (C) Side walls, ribs or similar obstructions do not affect air gaps when spaced from the inside edge of the spout opening a distance greater than three times the diameter of the effective opening for a single, or a distance greater than four times the effective opening for two intersecting walls.
- (D) Any of the forms of a physical separation such as air breaks and or engineered air gaps (E-Gap) must be reviewed and authorized by the city

Sec. 56.14. Fire suppression systems.

The city potable water supplies to all fire protection systems that are normally under pressure, including but not limited to standpipes and automatic sprinkler systems and shall be protected from cross-connections resulting from backpressure or back siphonage by a city approved backflow prevention assembly.

- (A) All new installations of fire suppression systems which utilize the city's potable water supply shall have installed approved backflow prevention devices (RPDA or DCDA) according to the degree of hazard and metering requirements to capture unauthorized water use.
- (B) An approved DCDA or RPDA shall be the minimum protection for fire sprinkler systems using piping material that is not approved for potable water use and/or that does not provide for periodic flow-through during each 24-hour period, unless a variance has been issued in writing from the city. A RPDA must be installed if any solution other than the potable water can be introduced into the sprinkler system.
 - (1) It is the responsibility of all property owners and persons in charge of any premises to abide by the requirements of this chapter. In the event of any changes to the plumbing system, it is the responsibility of the property owner to notify the city. All costs associated with this chapter and the purchase, installation, testing and repair of DCDA or RPDA devices is the responsibility of the property owner and persons in charge of any premises.
 - (2) Upon the approved installation of the DCDA or RPDA device, a cross-connection test report completed by a city registered and licensed *BPAT* Fireline tester must be sent to the attention of the city and include the information required by this chapter.
- (C) Fire Department Connection. Where fire protection systems supplied by a potable water system include a fire department (siamese) connection located less than 100 feet from a non-potable water source that is capable of being used by the fire department as a secondary water supply, the potable water supply shall be protected by one of the following:
 - (1) Fire Department Connection (FDC) shall be installed and connected in a manner that backflow will not occur under fire fighting activities creating a cross connection to the potable water supply. On existing FDC installations where there is only a check valve in

place, required inspection activities following the National Fire Protection Association (NFPA) requirements to confirm the check valve on the FDC is operational, if it is not, the city shall require the appropriate backflow prevention assembly to be installed to protect the water main from the FDC.

- (2) Reduced pressure principle detector backflow prevention assembly. RPDA fire protection backflow prevention assembly shall be used for non-potable water sources including fire department vehicles carrying water of questionable quality or water that is treated with antifreeze, corrosion inhibitors, or extinguishing agents.
- (3) Chemicals. Where antifreeze, corrosion inhibitors, or other chemicals are added to a fire protection system supplied by a potable water supply, the potable water system shall be protected by one of the following:

- a. Reduced pressure principle backflow prevention assembly (RP)
- b. Reduced pressure detector backflow prevention assembly

(D) Connections to Automatic Fire Sprinkler Systems and Standpipe Systems.

- (1) The potable water supply to automatic fire sprinkler and standpipe systems shall be protected against backflow by a double check backflow prevention assembly, a double check fire protection backflow prevention assembly or a reduced pressure principle fire protection backflow prevention assembly.

(E) Fire hydrant lines A backflow prevention assembly is not required on a public fire hydrant line provided the water line is installed in compliance with city water main American Water Works Association (AWWA) standards.

- (1) Potable water lines serving on-site private fire hydrants require installation of a Double Check (DC) or Reduced Pressure (RP) assembly is required on both ends of a private water main that is connected to the public water service at two or more locations.
- (2) This requirement will apply even if the private water main is installed only to serve a fire sprinkler, standpipe, or hydrant system.

(F) Location of backflow prevention assemblies for Fire Protection Systems Backflow prevention assemblies shall be located as close as practicable to the point of water service delivery (typically the water meter).

- (1) *Point of service delivery* means the terminal end of a service connection from the public water system. If a meter is installed at the end of the service connection, then the point of service delivery shall mean the downstream end (i.e., customer's side) of the meter. If an unmetered connection exists, then the point of service delivery shall mean at the point of demarcation between the public right-of-way or easements and private property.
- (2) The term service connection shall mean the terminal end of a service connection from the public potable water system, (i.e., where the water purveyor may lose

jurisdiction and sanitary control of the water at its point of delivery to the consumer's water system).

- (3) If a water meter is installed at the end of the service connection, then the service connection shall mean the downstream end of the water meter. *Close as practicable* is the point nearest the service delivery where the assembly can be installed.
- (4) Where the assembly installation location may interfere with obstacles such as driveways and sidewalks, then close as practicable is the nearest point after the obstacle, but in no way beyond the first tap.
- (5) Assemblies must NOT be located in traffic visibility triangles or where utility devices are prohibited by the zoning ordinance.
- (6) Locating an assembly behind the front yard zoning setback line, just around a building corner, or otherwise in coordination with a building design element, is typically acceptable without special justification provided the reason for the chosen location is readily apparent on the plan.

(G) Existing Fire Protection System Retrofit

The city may require retrofitting of an existing fire protection systems backflow protection where inadequate backflow protection is in place and/or address incidents of unaccounted for water loss

- (1) Retrofitted or remodeled fire protection systems shall have an approved backflow prevention assembly installed as close as practicable to the point of water service delivery when the hydraulic calculations of the sprinkler system demand that a new and/or larger service connection to the public water supply system is required.
- (2) When retrofitting or remodeling existing systems, a thorough hydraulic analysis, including revised calculations and new fire flow data, is necessary to accommodate the backflow prevention device and any associated friction loss.
- (3) All required plan review and permitting is required prior to retrofitting activities taking place.

(H) Fire Line Backflow Preventers shall meet the approval requirements and be listed by the USC-FCCCHR and/or city authorization on fire lines prior to fire line permit issuance.

(I) Testing and Maintenance:

- (1) Backflow prevention assemblies must be tested upon installation and at regular intervals as specified in this chapter.
- (2) The owner of the backflow prevention assembly is responsible for ensuring timely testing.
- (3) A city registered and TECQ Licensed Fireline BPAT is required to perform tests and repairs.

(J) System Modifications:

- (1) Test Valves:

- a) New water-based fire suppression systems must include test valves downstream of the backflow preventer.
 - b) These valves should be specific types (angle or globe) with defined thread specifications and quantities based on the system design flow.
- (2) Responsibility:
- The property owner is responsible for the maintenance and operation of the backflow prevention devices and for ensuring that required fire protection measures are in place during testing and restoration which can include the city requirements for a fire watch.

Sec. 56.15. Fire hydrant protection.

An approved RP shall be the minimum protection for fire hydrant water meters which are being used for a temporary water supply during any construction or other uses which pose a potential hazard to the public water supply.

- (A) It is the responsibility of all persons engaging in the use and rental of a fire hydrant water meter to abide by the conditions of this chapter. All fire hydrant water meter rentals shall meet the current requirements as provided by the city.
- (B) Only city fire hydrant water meters with city provided backflow prevention assemblies are allowed to be used within the city limits.
- (C) A refundable deposit is required to ensure the return of all water meters and backflow assemblies to the city. Failure to return the assemblies can result in the forfeiture of deposit and/or enforcement action being taken against the responsible party, as allowed for in this chapter.
- (D) All nonapproved fire hydrant meters, or backflow prevention assemblies attached to fire hydrant meters, which are found to be in use in the City of Carrollton will be confiscated and enforcement action taken against the responsible party, as allowed for in the enforcement section in this chapter.

Sec. 56.16. Responsibilities of property owner.

- (A) It is the responsibility of all property owners and/or persons in charge of any premises to abide by the conditions of this chapter and to comply with the following:
 - (1) Payment of all costs associated with this chapter and the purchase, installation, testing and repair of backflow prevention assemblies. (See Cross-Connection Control Fees, Title III, Chapter 31, § 31.01(P))
 - (2) Install and maintain all backflow prevention assemblies in accordance with this chapter and acceptable industry practice.
 - (3) All commercial establishments shall cause to have all backflow prevention assemblies on their premises tested annually. Such testing must be conducted by a *BPAT* registered with the city.

- (4) Maintain all backflow prevention assemblies in proper working order at all times, including repairing as required.
- (5) Maintain all backflow prevention assemblies in a manner which allows them to be tested by a method that has been approved by the city.

(B) *BPAT* shall comply with the following requirements:

- (1) Annually register with the city and pay the required fee. (See Cross-Connection Control Fees, Title III, Chapter 31, Section 31.01 (P)).
- (2) Maintain testing equipment in proper working condition/calibration.
- (3) Maintain the design or operation characteristics of an assembly.
- (4) Ensure that devices are tested according to city requirements and TCEQ regulations.
- (5) Enter all required backflow prevention assembly testing data, including test gauge serial numbers, utilizing the city's report remittance system at the time of testing and/or repair activities.

Sec. 56.17. Backflow prevention assembly tester certification; registration required.

Only approved TCEQ licensed backflow prevention assembly testers can test backflow prevention assemblies in the city. Testers must meet the city requirements for registration to include but are not limited to the following:

- (1) annual registration with the city;
- (2) provide proof of TCEQ licensing;
- (3) approved certification and provide proof that testing gauge equipment can maintain a calibration of plus or minus 0.2 PSID accuracy;
- (4) Necessary bonding insurance amounts determined by the city;
- (5) Confined Space Certification;
- (6) Payment of the annual registration fee to the city; and
- (7) Fireline Testers are required to provide their current Fireline Certification

Sec. 56.18. Fees.

- (A) There shall be an annual nonrefundable registration fee for each nonresidential backflow prevention assembly. A residential nonrefundable registration fee shall also be required for each residential backflow prevention assembly installed to protect against a health hazard cross connection.
- (B) There shall be a testing fee for each separate backflow prevention assembly on which a test is performed by the city. This fee applies to but is not limited to all newly installed backflow devices, which the city may choose to randomly test. If upon inspection or testing of a newly installed backflow prevention assembly it is deemed not to be working properly, it is the responsibility of the property owners and/or persons in charge of any premises to make necessary repairs. A retest fee will be assessed for each retest. (See Cross-Connection Control Fees Title III, Chapter 31, § 31.01(P))

Sec. 56.19. Compliance for landscape irrigation systems.

Installation requirements must comply with the current city plumbing code and TCEQ requirements for system installation and appropriate backflow prevention assembly requirements in this chapter. Interconnections of the potable water supply with an alternate water source is prohibited unless appropriate backflow protection is installed. Approved backflow protection assemblies must be installed for any landscape irrigation systems and testing requirements for the backflow assembly shall apply.

- (A) Water contained within the piping of an irrigation system is deemed to be non-potable. No drinking or domestic water usage, such as, but not limited to, filling swimming pools or decorative fountains, shall be connected to an irrigation system. If a hose bib (an outdoor water faucet that has hose threads on the spout) is connected to an irrigation system for the purpose of providing supplemental water to an area, the hose bib must be installed using a quick coupler key on a quick coupler installed in a covered purple valve box and the hose bib and any hoses connected to the bib must be labeled "non-potable, not safe for drinking." An isolation valve must be installed upstream of a quick coupler connecting a hose bib to an irrigation system.
- (B) A city permit is required to construct, install, alter, extend, or repair a landscape irrigation system. Homeowners conducting said work on their property are still required to obtain a city issued permit at no cost but must still abide by TCEQ and city requirements as they pertain to landscape irrigation systems.
- (C) Landscape irrigators working in the city must be licensed and meet all registration requirements to perform services such as design, installation, repair, and connection of an irrigation system to the public water supply. All other landscape irrigation system related activities that involve irrigation technicians, and irrigation inspectors, shall also meet city registration and TCEQ licenses requirements.
- (D) An irrigator shall ensure the backflow prevention assembly is tested prior to being placed in service, or after any repair to the assembly, and the test results provided to the city and the irrigation system's owner or owner's representative following testing of the backflow prevention assembly.
- (E) Landscape irrigation systems that are deemed health hazards shall also be tested annually or more frequently as may be required by the city.
- (F) Atmospheric Vacuum Breakers (AVB) are not permitted to be installed on landscape irrigation systems. Existing AVB's are required to be retrofitted with a newly approved backflow prevention assembly when the landscape irrigation system undergoes repair and or alteration.

(G) All newly installed backflow prevention assemblies for landscape irrigation systems deemed non-health hazards, are required to be tested and certified by a TCEQ licensed and city registered backflow prevention assembly tester upon installation

(H) Design and Installation: Before any chemical is added to an irrigation system connected to any potable water supply, the irrigation system must be connected through a reduced pressure principal backflow prevention assembly or air gap.

- (1) Connection of more than one water source to an irrigation system presents the potential for contamination of the potable water supply if backflow occurs. Therefore, connection of any additional water source to an irrigation system that is connected to the potable water supply can only be done if the irrigation system is connected to the potable water supply through a RP or an air gap.
- (2) Irrigation system components with chemical additives induced by aspiration, injection, or emission system connected to any potable water supply must be connected through a RP.
- (3) If an irrigation system is designed or installed on a property that is served by an on-site sewage facility (OSSF), as defined in Title 30 TAC Chapter 285 relating to On-Site Sewage Facilities).
- (4) All irrigation piping and valves must meet the separation distances from the On-Site Sewage Facilities system as required for a private water line under 30 TAC §285.91(10) Relating to Minimum Required Separation Distances for On-Site Sewage Facilities.
- (5) Any water from the irrigation system that is applied to the surface of the area utilized by the On-Site Sewage Facility system must be controlled on a separate irrigation zone or zones so as to allow complete control of any irrigation to that area so that there will not be excess water that would prevent the on-site sewage facilities system from operating effectively.
- (6) An accurate irrigation design must be developed for each new system before installation begins and must be on-site during construction.
- (7) The design should consider factors like effluent characteristics and site-specific conditions.
- (8) Drip irrigation systems require a design by a professional engineer or professional sanitarian and can only be installed by a TCEQ licensed OSSF installer class II.
- (9) All system components must be installed according to the approved design and regulations.

(I) Graywater and Alternative On-Site Water:

- (1) If using graywater or alternative on-site water, a designated area for future OSSF expansion must be set aside.
- (2) Graywater or alternative on-site water should not be applied to the surface of a reduced OSSF disposal field.
- (3) Physical connection between the graywater or combined reuse system and the OSSF is prohibited.

- (4) Three days of graywater storage are required when using a graywater or combined reuse system with a reduced OSSF.
- (5) Upon property transfer, buyers must be notified of the OSSF limitations and their responsibilities by the seller and or their agent.
- (6) Tanks used for water storage should be clearly labeled, have restricted access, and not create vector habitats.

Sec. 56.20. Mobile Units.

The connection of a mobile unit to any potable water system is prohibited unless such connection is protected by an air gap or an approved backflow prevention assembly. Prior approval and annual assembly testing of any backflow prevention assembly must be received from the city before connecting to any potable water system. Mobile units may be subject to a customer service inspection as determined by the city.

Sec. 56.21 Emergency Suspension of Utility Service.

- (A) The City Manager or their designee may, without prior notice, suspend water service, when such suspension is necessary to prevent or stop an actual or threatened backflow to any customer or premises for any of the following circumstances:
 - (1) Failure or refusal to allow and/or correct noncompliant items discovered while completing the TCEQ required customer service inspection;
 - (2) Presents or may present imminent and substantial danger to the environment or to the health or welfare of any person; or
 - (3) Presents or may present imminent and substantial danger to the city's public water supply.
- (B) As soon as is practicable after the suspension of service, the City Manager or their designee shall notify the customer of the suspension in person or by certified mail, return receipt requested, and shall order such individual to correct the cross-connection that allowed the backflow to occur.
- (C) The City Manager or their designee shall not reinstate suspended water service until:
 - (1) The customer presents proof satisfactory to the City Manager or their designee, that the cross-connection has been eliminated and its cause determined and corrected; and
 - (2) The customer pays the city for all costs the city incurred in responding to the backflow or threatened backflow.
- (D) Failure on the part of a customer to discontinue the use of a cross-connection and to physically separate a cross-connection is sufficient cause for the immediate discontinuance of public water service to the premises.

- (E) A customer whose service has been suspended may appeal such suspension to the City Manager or their designee, in writing, within ten working days of notice of the suspension.

Sec 56.22 Non-Emergency Termination of Water Supply.

- (A) The City Manager or their designee may terminate, after written notice and opportunity for a hearing, the water service of any customer who:
 - (1) Fails or refuses to allow and or correct noncompliance items discovered while completing the TCEQ required customer service inspection;
 - (2) Fails or refuses to install a reduced pressure principle assembly when required by this chapter;
 - (3) Fails or refuses to install and maintain backflow prevention assemblies in compliance with this chapter; or
 - (4) Fails or refuses to install, maintain, and operate the customer's piping and plumbing systems in accordance with all applicable codes, regulations, and law.
- (B) The City Manager or their designee shall notify the customer of the proposed termination of water service at least ten working days before the proposed termination. The customer may request a hearing on the proposed termination by filing a written request for a hearing with the City Manager or their designee not more than ten (10) days after receipt of notice of the proposed termination.
- (C) If water service is terminated, the City Manager or their designee shall not reinstate water service until:
 - (1) The customer presents proof, satisfactory to the city, that the backflow condition has been eliminated and/or corrected with appropriate backflow protection.

Sec 56.23 Access to Premises.

- (A) A commercial water service customer may, in lieu of the possible mandatory installation of a backflow prevention assembly, provide the city with access during reasonable business hours to the customer's premises for the purpose of determining compliance with the provisions of this chapter. Such access shall be unobstructed and safely accessible.
- (B) A commercial water service customer who fails or refuses to provide access shall install and maintain a reduced pressure principle assembly at the water service connection to the premises and/or be subject to water service termination as allowed for by this chapter.

Sec. 56.24. Enforcement.

- (A) This chapter shall be enforced by the City Manager or the manager's designated representatives or employees.
- (B) The city shall inspect and initially test, or cause to be tested, all backflow prevention assemblies installed pursuant to the requirements of this chapter. For new facilities, permanent water service shall not be provided until all backflow prevention assemblies reports have been submitted as required, indicating the assemblies are in proper working order and are installed in accordance with city regulations. Except in cases where the testing of backflow prevention assemblies must be delayed until the installation of internal production or auxiliary equipment, the city shall not approve a certificate of occupancy until all backflow prevention assemblies have been tested and are operational. The city shall not be liable for damage caused to any backflow prevention assembly as a result of the inspection or testing activities.
- (C) *Violations.*
 - (1) An individual commits an offense if there is failure to maintain backflow prevention assemblies in compliance with this section.
 - (2) An individual commits an offense if there is failure to comply with a repair or replacement order issued by the city.
 - (3) An individual commits an offense if backflow from premises owned, operated, or managed by the individual enters the public water supply system.
 - (4) An individual commits an offense by violating any section of this chapter.
 - (5) An individual commits an offense if discontinued or disconnected water service to premises under this chapter is reinstated except as directed by the city.
 - (6) An individual commits an offense by allowing an unlicensed or unregistered tester to perform testing and repair work on a backflow prevention assembly at their property or establishment.
 - (7) An individual commits an offense by testing backflow prevention assembly within the city without being registered and approved by the city.
 - (8) An individual commits an offense by using non-approved fire hydrant meters and backflow prevention assembly configuration.
 - (9) An individual commits an offense by testing fire line backflow prevention assemblies without a proper license as provided in the Texas Insurance Code.
 - (10) An individual commits an offense by failing to complete or submit backflow prevention assembly test reports as required by this chapter.
 - (11) An individual commits an offense by using nonregistered and/or inaccurate gauges.
 - (12) An individual commits an offense by using non-approved backflow prevention assembly testing procedures.
 - (13) An individual commits an offense by creating a threat to public health or the environment.
 - (14) An individual commits an offense by failing or refusing to allow for correcting noncompliant items discovered while completing the TCEQ required customer service inspection.

- (15) An individual commits an offense for failure to maintain or operate a backflow prevention assembly that does not comply with current standards adopted by TCEQ, applicable state plumbing codes, and/or this chapter.

(D) *Penalty.*

- (1) An individual who violates any provision of this chapter is guilty of a misdemeanor and upon conviction is punishable as set forth in section 10.99 of the Carrollton Code of Ordinances, for each act of violation and for each day or part of a day during which the violation is committed, continued, or permitted.
- (2) In addition to any other remedies or penalties contained in this section, the city is entitled to pursue all other criminal and civil remedies to which is entitled under authority of statutes or other ordinances against an individual committing any violation of this chapter including injunction and civil penalties.

- (E) *Sanction for failure to pay inspection and or testing fees.* In addition to sanctions provided for by this chapter, the city is entitled to exercise sanctions provided for by other ordinances of the city.

- (F) A registration granted to an approved *BPAT* that meets city and TCEQ requirements may be reviewed, suspended and/or revoked by the city if it is determined that the tester:

- (1) Has falsely, incompletely, or inaccurately reported assembly reports;
- (2) Has used inaccurate gauges;
- (3) Has used improper testing procedures;
- (4) Has created a threat to public health or the environment;
- (5) Found to be in violation of any of the provisions of this chapter; or
- (6) If a customer complaint investigation reveals that the tester violated responsibilities and ethical guidelines by creating a threat to the public health by compromising the protection of the public water supply.

- (G) Any backflow prevention assembly originally installed under prior code provisions and not meeting current regulatory standards shall be deemed noncompliant. Upon written notice or discovery of such noncompliance, the property owner or responsible party shall replace or upgrade the assembly to conform with current TCEQ and plumbing code requirements within 90 days.”

SECTION 3.

Any Person violating a provision of this Ordinance, upon conviction, is guilty of an offense punishable as provided in Section 10.99 of the Carrollton City Code.

SECTION 4.

The provisions of this Ordinance are severable in accordance with Section 10.07 of the Carrollton City Code.

SECTION 5.

This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Carrollton, Texas, except where the provisions of this Ordinance are in direct conflict with provisions of such ordinances and such codes, in which event the conflicting provisions of such ordinances and such codes are hereby repealed.

SECTION 6.

All other provisions of the Carrollton Code of Ordinances not expressly amended as stated herein shall remain in full force and effect.

SECTION 7.

This Ordinance shall become effective on and after its adoption and publication.

City of Carrollton, Texas

Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Kanika Juneja, Assistant City Attorney

Jody Byerly, Director of Public Works



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7474

Agenda Date: 12/2/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: *22.

CC MEETING: December 2, 2025

DATE: November 21, 2025

TO: Erin Rinehart, City Manager

FROM: Roberto Arredondo, Chief of Police
Samantha Dean, Director of Workforce Services

Consider A **Resolution Authorizing A Third Extension To A Civil Service Employee's Injury Leave As It Pertains To Texas Local Government Code Chapter 143.073.**

BACKGROUND:

Police Officer Matthew Moorhead sustained a line-of-duty injury on February 19, 2024. In accordance with Texas Local Government Code Section 143.073, he received the statutory one year of civil service injury leave. Texas Local Government Code Section 143.073 provides that a municipality shall provide to a fire fighter or police officer a leave of absence for an illness or injury related to the person's line of duty. The leave must be at full pay for a period commensurate with the nature of the line-of-duty illness or injury. If necessitated by the illness or injury, the leave must continue for at least one year. At the end of the year, the municipality's governing body may extend the line of duty illness or injury leave at full or reduced pay. If the governing body chooses not to extend the leave, or if the person's salary is reduced below 60 percent of the regular monthly salary, the person may be entitled to retire on pension until able to return. On July 19, 2011, City Council adopted a line of duty injury or illness leave policy that provided for three total extensions of three months each (the "Leave Policy"). The first two extensions are processed administratively, but the third must be considered by City Council. Further, the Leave Policy only allows an extension if the employee has not reached maximum medical improvement ("MMI").

Upon expiration of the one-year entitlement, Officer Moorhead requested, and the city previously approved two three-month extensions, totaling six months of additional injury leave.

Officer Moorhead was released to light-duty by his physician on May 28, 2024, and subsequently served in a light-duty assignment for ninety days, as allowed by city directive and Police standard operating procedure. At the conclusion of the ninety-day period, Officer Moorhead returned to

full-time civil service injury leave.

Officer Moorhead continues to receive treatment for his injury and has now requested his final, third three-month extension of injury leave. Based on current medical information, Officer Moorhead is anticipated to return to work around February 24, 2026, and has not reached MMI.

FINANCIAL IMPLICATIONS:

To date, the worker's compensation claims, temporary income benefits (TIBs) and paid injury leave received by Officer Moorhead for this injury total \$296,541.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff requests Council consider Officer Moorhead request for a third and final civil service injury leave extension which would end on March 26, 2026, or until he returns to work or reaches MMI.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AUTHORIZING A THIRD EXTENSION OF INJURY LEAVE FOR A CIVIL SERVICE EMPLOYEE, POLICE OFFICER MATTHEW MOORHEAD, PURSUANT TO TEXAS LOCAL GOVERNMENT CODE SECTION 143.073; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Police Officer Matthew Moorhead sustained a line-of-duty injury on February 19, 2024; and

WHEREAS, pursuant to Texas Local Government Code Section 143.073, a fire fighter or police officer who suffers a line-of-duty illness or injury is entitled to a leave of absence at full pay for a period commensurate with the nature of the illness or injury, but for no less than one year; and

WHEREAS, Officer Moorhead received the statutory one-year period of civil service injury leave and, upon its expiration, requested and was granted two administrative extensions of three months each in accordance with the City's Line of Duty Injury or Illness Leave Policy adopted by the City Council on July 19, 2011 ("Leave Policy"); and

WHEREAS, the Leave Policy authorizes up to three extensions of three months each, with the third extension requiring City Council approval and being available only if the employee has not reached maximum medical improvement ("MMI"); and

WHEREAS, Officer Moorhead was released to light duty on May 28, 2024, served in a light-duty assignment for the ninety-day period authorized by City directive and Police Department standard operating procedures, and subsequently returned to full-time civil service injury leave; and

WHEREAS, Officer Moorhead continues to receive treatment for his injury, has not reached MMI, and has requested a third and final three-month extension of injury leave as allowed under the Leave Policy; and

WHEREAS, based on current medical information, Officer Moorhead is anticipated to return to full duty on or about February 24, 2026; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:

Section 1

The above and foregoing premises are found to be true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2

The City Council hereby authorizes a third extension of civil service injury leave for Police Officer Matthew Moorhead for a period of three months pursuant to Texas Local Government Code Section 143.073 and the City's Leave Policy.

Section 3

This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED ON ____ day of _____, 2025.

City of Carrollton, Texas

Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

Approved as to form:

Approved as to content:

Meredith Ladd
City Attorney

Samantha Dean
Director of Workforce Services



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7487

Agenda Date: 12/2/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: *23.

CC MEETING: December 2, 2025

DATE: November 19, 2025

TO: Erin Rinehart, City Manager

FROM: Jonathan Wheat, P.E., Director of Engineering
Shannon Hicks, P.E., Assistant City Manager

Consider A **Resolution Authorizing The City Manager To Amend The Design Services Contract With HUITT-ZOLLARS, INC. For The Proposed Design Changes For The Hebron Parkway (Hamilton to Meadow) Segment 2 Project in An Amount Not To Exceed \$88,880.00 For A Total Revised Contract Amount Not To Exceed \$2,385,010.00.**

BACKGROUND:

The City hired Huitt-Zollars, Inc. to design the reconstruction of Hebron Parkway (Hamilton to Meadow) Segment 2 in an amount not to exceed Two Million Three Hundred Eighty-five Thousand Ten and No/100 Dollars (\$2,385,010.00).

The original design contract allocated money to study the existing drainage system to determine what reasonable improvements could be made to the areas that currently experience flooding issues. This contract amendment will finalize the drainage study and allow for the design of the selected underground storm improvements.

FINANCIAL IMPLICATIONS:

HUITT-ZOLLARS, INC has submitted a proposal to the City of Carrollton to perform the additional engineering design services for the project in an amount of \$88,880.00, with a revised contract amount not to exceed \$2,473,890.00. Funding is available in the Streets Consolidated Fund.

IMPACT ON COMMUNITY SUSTAINABILITY:

This project will support the City Council's strategic objectives and vision of building a community that families and businesses want to call home by:

- Reducing standing water and flood-related hazards along Hebron Parkway to improve safety and travel time reliability during rain events. (Council Goal: Reliable Infrastructure and

Resilience)

- Preserving pavement and subgrade by improving drainage, which lowers long-term maintenance needs and protects prior and future investments. (Council Goal: Financial Stewardship and Economic Vitality)
- Maintaining access to businesses, schools, and services during storms through right-sized underground storm system upgrades that keep the corridor operational. (Council Goal: Efficient Government Operations and Performance)
- Strengthening emergency response and daily mobility with more consistent all-weather access for residents, deliveries, school traffic, and transit users. (Council Goal: Effective, Aligned Teams)

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommend authorizing the City Manager to amend the existing engineering design services contract with HUITT-ZOLLARS, INC. for the proposed design changes for the Hebron Parkway (Hamilton to Meadow) Segment 2 project in an amount not to exceed \$88,880.00.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE CONTRACT AMENDMENT NO. 1 WITH HUITT-ZOLLARS, INC. FOR ADDITIONAL PROFESSIONAL ENGINEERING SERVICES ON HEBRON PARKWAY (HAMILTON TO MEADOW) RECONSTRUCTION – SEGMENT 2 IN AN AMOUNT OF \$88,880.00, INCREASING THE TOTAL PROJECT CONTRACT TO AN AMOUNT NOT TO EXCEED \$2,473,890.00; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:

SECTION 1:

The City Manager is authorized to negotiate and execute a contract amendment with Huitt-Zollars, Inc. for professional engineering services in an amount of \$88,880.00 for a revised total contract amount not to exceed \$2,473,890.00.

SECTION 2:

The City Manager, or designee, is authorized to take those steps reasonable and necessary to comply with the intent of this Resolution.

SECTION 3:

This Resolution shall take effect immediately from and after its passage.

PASSED and APPROVED on this 2nd day of December 2025.

CITY OF CARROLLTON, TEXAS

By: _____
Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

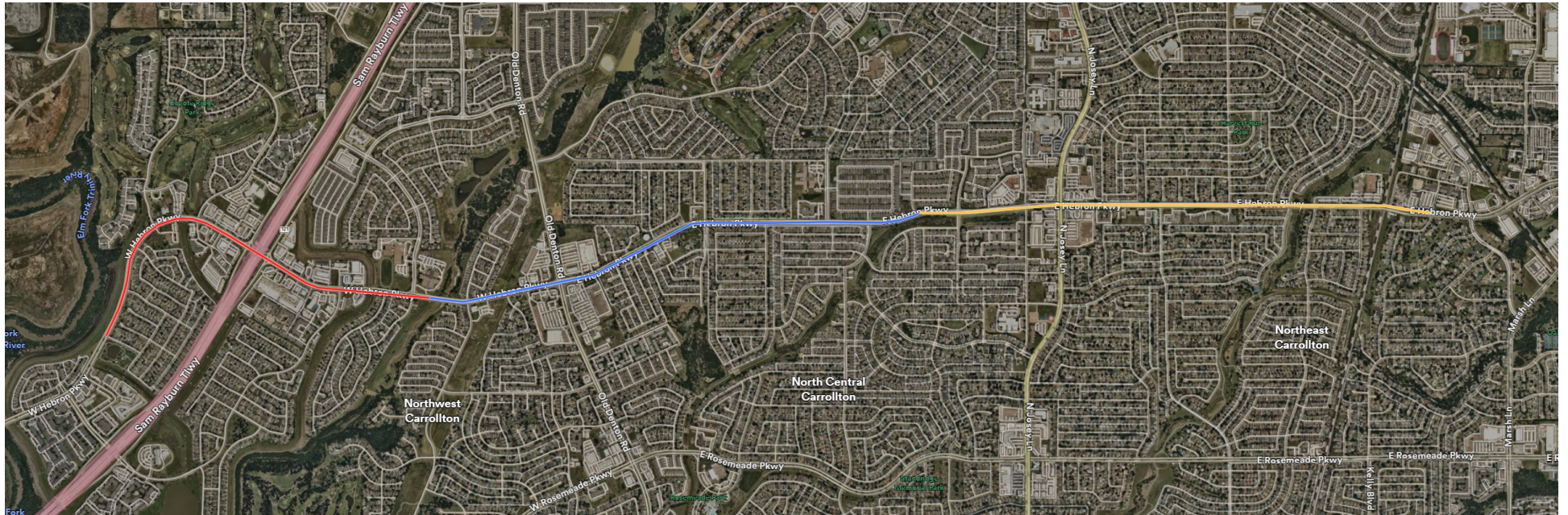
Approved as to form:

Approved as to content:

Meredith A. Ladd, City Attorney

Jonathan Wheat, P.E.,
Director of Engineering

Attachment A: Location Map



- Garver - Section 1
- Huitt-Zollars - Section 2
- Halff - Section 3



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7477

Agenda Date: 12/2/2025

Version: 1

Status: Public Hearing/Individual
Consideration

In Control: City Council

File Type: Public Hearing

Agenda Number: 24.

CC MEETING: December 2, 2025

DATE: November 18, 2025

TO: Erin Rinehart, City Manager

FROM: Cory Heiple, Environmental Services Director
Shannon Hicks, Assistant City Manager

Hold A Public Hearing And Consider A Resolution To Adopt The Program Year 2024 Consolidated Annual Performance And Evaluation Report On The Use Of Community Development Block Grant Funds.

BACKGROUND:

This item is to receive public comment and to consider a resolution adopting the City's Program Year (PY) 2024 Consolidated Annual Performance and Evaluation Report (CAPER). Federal regulations require the City to submit this annual report within 90 days of the program year's end, documenting how Community Development Block Grant (CDBG) funds were utilized during the program year.

On October 1, 2024, the City of Carrollton received a new allocation of \$711,716 in Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD). Additionally, \$577,887 in unutilized funds from prior allocations was spent, resulting in a total expenditure of \$1,289,603 for Program Year 2024. In compliance with federal regulations, these funds were programmed to support activities benefiting low- and moderate-income residents of Carrollton. For Program Year 2024, the funds were utilized as follows:

- \$643,126 Parks improvement projects;
- \$285,857 Infrastructure projects;
- \$104,377 Metrocrest Services for Homeless Prevention programs;
- \$72,535 Administration including training and public notices;
- \$75,905 Minor Home Repair projects
- \$75,593 Enhanced Code Enforcement in CDBG target areas;
- \$32,210 Carrollton Black Cemetery Phase 1

Staff has developed the required draft report and it has been available for citizen review for over 30 days in the Community Development office. Staff anticipates submitting the final report to HUD in advance of the December 31, 2025 deadline.

FINANCIAL IMPLICATIONS:

The drafting and adoption of the CAPER is required for continued participation in the CDBG Program. To date, the program has utilized nearly \$19 million in new resources for reinvestment in the oldest areas of Carrollton.

IMPACT ON COMMUNITY SUSTAINABILITY:

Annually, the Carrollton CDBG Program secures, allocates, and administers approximately \$700,000 in new community development resources for use in the oldest areas of the city. Long-term community sustainability is supported through this program and results in significant financial reinvestment in aging neighborhoods.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends the City Council conduct a public hearing and approval of the resolution to adopt the Program Year 2024 Consolidated Annual Performance and Evaluation Report.

Consolidated Annual Performance and Evaluation Report for Program Year 2024



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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The Consolidated Annual Performance and Evaluation Report (CAPER) represents the completed projects and activities completed during the 2024 Program Year. The report represents October 1, 2024, through September 30, 2025. The objective of Carrollton's CDBG Programs is to support activities which meet at least one of the primary national Community Development Block Grant (CDBG) objectives, i.e., development of a viable urban community by providing a suitable living environment, decent housing, and expansion of economic opportunities for persons of low- to moderate- income. Based on the needs identified for the 2024-2028 Consolidated Plan, the following strategy areas were identified and are reaffirmed in this annual report.

- Improve Neighborhood Infrastructure: Use of CDBG funds to leverage infrastructure improvements.
- Enhanced Code Enforcement: Use CDBG funds to pay for one salaried code enforcement officer dedicated to inspecting multi-family apartment properties located in the city's CDBG target area.
- Assist Social Service Providers: Use of General Funds and CDBG funds for social service agencies assisting Carrollton residents of low- to moderate- income or residents who may be homeless in the city.
- Preserve Existing Housing Stock: Use of CDBG and General Funds to provide interior and exterior home repairs for homeowners who qualify for assistance.

In Program Year 2024 the city worked diligently to address an ongoing Timeliness issue with U.S. Department of Housing and Urban Development (HUD). The city attempted to meet the 1.5X yearly funding allocation by expanding projects and activities for PY24. At the time PY24 funding was allocated in October 2024 to the city, the funding allocation rate stood at 3.14X the yearly funding level. The city in PY24 was not able to meet the 1.5X threshold by the date of the Timeliness test in August of 2025 it did drop the allocation rate to 1.54X by September 30, 2025, clearly indicating the city was operating in good faith in its attempts to meet the regulations HUD expects from its CDBG recipients. The city will continue to perform its due diligence in Program Year 2025 to meet and come in under the 1.5X allocation rate based on the projects and activities recently approved in the PY25 Action Plan submitted to HUD.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each

of the grantee's program year goals.

Goal	Category	Source/Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Completed	Expected – Program Year	Actual Program Year	Percent Completed
Assist Service Providers	Homeless, Non-Homeless, Special Needs Non-Housing Community Development	CDBG: \$104,377	Homeless Prevention	Persons Assisted	750	667	88.93%	200	667	333.50%
Enhanced Code Enforcement	Non-Housing Community Development	CDBG: \$75,592	Housing Code Enforcement Foreclosed Property Care	Household Housing Unit	3750	2579	68.77%	1200	2579	214.92
Historical Rehabilitation	Non-Housing Community Development	CDBG: \$32,210	Other	Other	2	0	0.00%	1	0	0.00%
Improve Neighborhood Infrastructure	Non-Housing Community Development	CDBG: \$928,982	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	128770	7890	6.13%	128770	7890	6.13%
Land Acquisition	Affordable Housing	CDBG: \$0	Homeowner Housing Added	Household Housing Unit	2	0	0.00%	0	0	0.00%
Preserve Existing Housing	Affordable Housing	CDBG: \$75,905	Homeowner Housing Rehabilitated	Household Housing Unit	75	8	10.66%	25	8	32.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

During PY24 a total of \$1,289,603 in CDBG fund was used in the following manner:

- \$643,126 Parks Infrastructure Projects
- \$285,857 Engineering/Public Works Infrastructure Projects
- \$104,377 Metrocrest Services for Homeless Prevent Program
- \$ 75,593 Enhanced Code Enforcement
- \$ 75,905 Minor Home Repair Program Projects
- \$ 72,535 Administration (Training, Analysis of Impediments, Notices, etc.)
- \$ 32,210 Carrollton Black Cemetery Phase 1

The City also allocated General Funds to goals and objects:

- \$490,000 to enhance local social service agencies' activities for Carrollton's at-risk and vulnerable populations.
- \$185,057 in salary for three dedicated staff positions in the Community Development Program responsible for monitoring CDBG and Neighborhood Partnership activities.
- \$ 91,266 for eighteen (18) projects in the Neighborhood Empowerment Zone Programs located in the low- to moderate- income target area.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG
White	373
Black or African American	156
Asian	33
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	562
Hispanic	186
Not Hispanic	376

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The table above accounts for the distribution by race of housing activities for CDBG funded projects. In PY24, a total of eight (8) homes were rehabilitated using CDBG funds. CDBG funding was also used to address preventing homelessness through the city's partnership with Metrocrest Services. Metrocrest Services assisted a total of 667 individuals in this area. Hispanic recipients accounted for 27.6% of individuals assisted, African American/Black 23.2% of the individuals assisted, White (non-Hispanic) 27.4% of individuals assisted, Asian, American Native Indian, and Hawaiian/Islanders were less than 5.8% of the individuals assisted. There were 106 individuals which have unknown racial and ethnic status who were assisted, which accounts for 15.9% of assisted individuals.

In PY24 the total number and demographic characteristics of individuals served by the social service agencies which received general fund allocations from the City of Carrollton in other areas was as follows: Of the 15,149 individuals served by Carrollton social service agencies, 4,898 (32.3%) were Hispanic, 3,822 (25.2%) were White (non-Hispanic), 543 (3.6%) were Black or African-American, 325 (2.1%) were Asian, 33 (.2%) were American Indian, 10 (.06%) were Pacific Islander, and 5,511 (36.4%) were listed as other or unknown. In the American Communities Survey for Carrollton, ethnic and racial breakdown was roughly 41% White (non-Hispanic), 33% Hispanic, 15% Asian, and 10% Black/African-American.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,899,450	1,289,603

Table 3 - Resources Made Available

Narrative

The 2024-2028 Consolidated Plan for the City of Carrollton identified the preservation of existing housing stock as a priority. There are currently two (2) housing rehabilitation programs within the City of Carrollton's Housing Rehabilitation CDBG Program, the Minor Home Repair Program and the Emergency Repair Program which assists low- to moderate- income residents with making repairs to their homes. CDBG funding is also used for the salary of a code enforcement officer to perform enhanced code enforcement inspections at multi-family apartments in the city's LMI Target Area. Infrastructure projects have also been identified in the LMI areas which use CDBG funding in conjunction with city General Funds to perform repairs, replacement of streets, sidewalks, alleyways, water and sewer lines in the area. CDBG funding has also been allocated for the use of updating and incorporating new amenities in multiple city parks located within the city's LMI Target Area.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG LMI Target Area	63	77	Home rehab, code enforcement, Infrastructure projects
City limits of Carrollton Texas	37	23	LMI homeowners for rehab projects who live outside of the LMI target area.

Table 4 – Identify the geographic distribution and location of investments

Narrative

An infrastructure project in Carrollton Heights Phase 1 was started this year after previous delays. The city also performed activities at six (6) city parks within the LMI target area as well. Further funding was used to provide the salary for a code enforcement officer who performs multi-family inspections of apartment communities in low- to moderate- target area. This totaled \$1,004,574 in CDBG funding which accounted for 77.9% of CDBG funding spent in the city's target area.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

Assist Service Providers: Since 1998 the city's Community Development Program has worked to develop partnerships throughout the community. In PY24 the City of Carrollton continued to support social service agencies by allocating \$490,000 in General Funds to various social service providers who serve Carrollton residents. This funding in all cases amounts to less than 30% of the entire budget of any social service provider yet was used to continue and add to many existing programs. The programs are discussed in more detail in Section CR-25 of this report. These providers help create necessary social safety nets for Carrollton's vulnerable populations and prevent overuse of other public services staff such as police, school districts, courts, and emergency personnel.

Community Development Staffing: Implementation and monitoring of CDBG funds for the city is performed by the Community Development staff. The salary for the three staff members amounts to \$185,057, which comes from the city's General Fund.

Neighborhood Empowerment Zones: Use of CDBG funding to assist low- to moderate- income residents resulted in the city creating additional programs using General Funds to address deteriorated housing and to revitalize neighborhoods in specifically selected areas of the city. These projects include non-CDBG minor home repairs, single-family rehab, and demolition/rebuild grants. The city used \$91,266 in General Funds to perform eighteen (18) projects in the Neighborhood Empowerment Zones.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	375	667
Number of Non-Homeless households to be provided affordable housing units	25	8
Number of Special-Needs households to be provided affordable housing units	0	0
Total	400	675

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	375	667
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	25	8
Number of households supported through Acquisition of Existing Units	0	0
Total	400	675

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Carrollton has no direct programs to provide homeless or non-homeless affordable housing units. In PY24 the city directed CDBG funding to Metrocrest Services aimed at assisting residents in Carrollton who were homeless or at risk of becoming homeless.

The City of Carrollton had a one-year goal to rehab twenty-five (25) existing housing units with CDBG funding. In PY24 a total of eight (8) CDBG funded rehabilitation housing projects were completed. An additional eighteen (18) Neighborhood Empowerment Zone projects were completed during PY24 with city General Funds.

Two issues which continue to cause an impact on meeting the city's One-Year Goal. The first has been the ongoing COVID-19 illness which creates situations where older individuals who are more susceptible to the infection are fearful of having contractors or groups around to make repairs on their homes due to

their fear of acquiring the infection. Second, individuals who fail to provide the necessary paperwork to staff to confirm their eligibility and income level for use of CDBG funding or those who have intentionally misled staff or provided false information in attempts to gain access to the CDBG funded programs.

Discuss how these outcomes will impact future annual action plans.

In PY20 city staff had the belief with the emergence of COVID-19 many low- to moderate- income residents who live paycheck to paycheck would suffer a loss in wages, which could prevent them from making necessary repairs on their homes. Staff increased the expected level of 21 rehabilitation projects in previous years to 39 projects since PY20. Since the anticipated increase has not occurred, starting in PY24 the city moved lowered the number of expected CDBG rehabilitation projects to 25. Due to turnover within the Community Development Staff only eight (8) projects were completed in PY24. City staff will endeavor to research new methods of outreach to increase awareness of CDBG programs the city has available to Carrollton residents who qualify. Staff will also continue to ensure applicants provide all appropriate documentation to qualify for CDBG funded projects.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	464	0
Low-income	22	0
Moderate-income	2	0
Total	488	0

Table 7 – Number of Households Served

Narrative Information

The Minor Home Repair Program, Emergency Repair Grants, and CDBG funding allocated for homelessness to Metrocrest Services resulted in 488 households being assisted.

For PY24 464 (95.1%) of the households were occupied by extremely low-income homeowners, 22 (4.5) were low-income families, and 2 (.41%) were of moderate-income. Elderly homeowners accounted for 101 (20.7%) of the PY24 households, and female head of household accounted for 102 (20.9%) of the PY24 households assisted.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Strategies addressing the homeless and non-homeless with special needs populations are included in the 2024-2028 Consolidated Plan. The city continues to allocate a portion of its General Funds towards grants and donations to multiple Carrollton social service providers which target low- to moderate-income residents. In PY24 public services funding from the CDBG program was allocated to Metrocrest Services to address preventing homelessness and for homeless response. The city also provided \$490,000 in additional city funding to multiple social service agencies for assistance in anti-poverty initiatives, homelessness prevention, and special needs populations.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Carrollton does not receive Emergency Shelter Grant (ESG) funding.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

In PY24 the city helped accomplish the following goals through its local non-profit partners in an attempt to reduce the overall number of persons living in poverty in Carrollton

- Funded food pantries in both Dallas and Denton counties which the City of Carrollton resides.
- Improved access to preventative care, basic health care, and medical services for low- to moderate- income families thus reducing costs for medical services and expensive trips to the emergency room.
- Improved the linkage between job training programs and local job creation efforts to attract jobs that pay above minimum wages and provide people with the ability to service a home mortgage.
- Promoted financial counseling and classes on budgeting and money management. In PY24 the City continued to promote area training and educational opportunities in this area.
- Promoted linkages between housing, employment, and educational systems and/or facilities.

- Promoted programs and training that help families-in-need to become more self-sufficient.
- Funded after-school programs for low-income students providing tutoring and college preparation for junior high school and high school students coming from families where the majority of parents never finished high school.
- Funded domestic violence and leadership training for adults and children.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The city's position on this issue will continue to be one of supporting and assisting social service agencies working to address this challenge in a coordinated and proactive manner. The city continued in PY24 to direct CDBG funding to Metrocrest Services to address homelessness issues in the city.

The aforementioned services are provided to the homeless population, populations at risk of becoming homeless, and those transitioning from homelessness. The City of Carrollton also supplements the work of various city funded social service agencies to end chronic homelessness by promoting the preservation and maintenance of existing housing through its Minor Home Repair Grants and Emergency Repair Grants.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

This section is not applicable, as the City of Carrollton does not have a public housing authority. Also, the city does not receive or administer funds for assisted housing. Data on the number of individuals with section 8 housing in Carrollton was not available. The residents of the city are primarily split between two counties comprising Carrollton. In Dallas County housing is performed by the Dallas County Housing Authority. The Denton County Housing Authority performs the same work for residents residing in the Denton County parts of the city.

The Dallas County Housing Authority currently has a waiting list for Section 8 housing which exceeds 6,000 families.

The Denton County Housing Authority maintains Section 8 housing vouchers for the county and has closed the waiting list as currently there is an approximate five-year waiting period for those currently listed on the housing list.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The City of Carrollton does not offer a first-time home buyer's program or provide incentives for purchasing homes currently. In the current five-year Consolidated Plan for 2024-2028 the city had attempted to purchase property with the intent of constructing affordable single-family homes specifically for qualifying low- to moderate- income families. The pilot project hoped to purchase up to 3 lots and work with Habitat for Humanity or other construction social service agency to construct the homes on the city obtained properties. Unfortunately, Habitat and other social service agencies were unable to commit to such projects due to concerns in ongoing outlay of federal funds and federal operations. This reflected in the Department of Operating Government Efficiency (DOGE) in the reduction of the federal workforce across multiple federal departments, the budget reconciliation issue occurring mid-2025 when the current administration attempted to zero out funding in various federal programs, and the funding uncertainty of federal programs for the fiscal 2026 Federal Budget.

Actions taken to provide assistance to troubled PHAs

The City of Carrollton does not operate a public housing authority. The majority of the city straddles two counties - Dallas County and Denton County. Both of the counties operate PHA's and are regulated by the county government and not the city.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City of Carrollton continues to maintain a strong emphasis on safe and affordable housing for all residents. The City of Carrollton Environmental Services Department has two inspection programs geared towards maintaining rental properties: one for single-family rental property and the other for multi-family rental property.

The Single-Family Rental Registration and Inspection Ordinance adopted by the City Council ensures tenants and landlords of single-family residential rental properties are involved in maintaining their properties in a safe and sanitary condition. The Single-Family Rental Inspection Program is effective in ensuring a sustainable community and safe housing is available in all of the neighborhoods in Carrollton. The ultimate goals are to improve the overall condition of rental properties, to reduce health and safety risks, and to prevent blight which affects surrounding homes, thus enhancing property values within the affected neighborhoods. This ordinance requires all rental property owners and companies who lease single-family homes or duplexes in Carrollton to register those properties with the City and make them available for inspection should complaints or city staff observe city code violations on the property.

The Multi-Family Inspection Program works to stabilize, maintain, and enhance all of the apartment communities in Carrollton. The program operates in partnership with the residents and management staff of those apartment communities to achieve this goal through the enforcement of the City's Code of Ordinances and the Comprehensive Zoning Ordinance. The Multi-Family Inspection Program operates by performing annual inspections of apartment communities. These detailed inspections of apartment communities include interior and exterior inspections of apartment units within the community and the CDBG Target Area. The number of apartment unit interiors is normally 15% of the total number of units within the apartment community. However, if the property has a constant history of non-compliance or serious health and safety issues the city may inspect up to 100% of all of the apartment units to ensure residents are living in a safe and healthy environment. The city also addresses any apartment complaints submitted to the city and city staff perform inspections to determine if potential violations are present.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City of Carrollton has further initiatives to address issues of aging housing which is funded through General Funds and not CDBG funds. The city council approved the creation of five Neighborhood Empowerment Zones (NEZ) in neighborhoods at the greatest risk of distress due to housing conditions, age, and the condition of infrastructure. One of the current incentives for residents and owners within the designated Neighborhood Empowerment Zones is the waiving of construction fees, including building

permit fees, impact fees, platting fees, and project permit fees (fences, electrical, plumbing, etc.), for both commercial and residential properties to encourage repair, rehabilitation, and redevelopment in those areas of the city.

Three programs operating tied to the Neighborhood Empowerment Zones are as follows:

- NEZ Minor Home Repair: Income qualifying homeowners living in one of the five Neighborhood Empowerment Zones can receive up to \$7,500 for exterior improvements, including items not on the house itself, such as fences, retaining walls, sewer lines.
- Single-Family Rehabilitation Incentive: Any homeowner living in a Neighborhood Empowerment Zone in a home that is at least five years old qualifies for a reimbursement of 25% of exterior rehabilitation expenses if the homeowner invests a minimum of \$1,000 in rehabilitation work.
- Demolition/Rebuild Incentive: Any property owner within the NEZ area who has a house in disrepair and is substandard may apply to the city for this incentive. This incentive includes reimbursement for full demolition costs of the house on the property and provides a tax credit towards the value of new home construction. The tax credit is applied for a period of ten years in the form of a one-time payment from the city.

These programs offer another level of support to property owners in older neighborhoods of the city. In PY24 awarded \$91,266 in city funding for eighteen (18) projects.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

During PY24, The City of Carrollton has continued to demonstrate its commitment to the eradication of lead-based paint hazards in the community.

For residents receiving assistance under the city's Minor Home Repair, Emergency Repair, and People Helping People Programs the city follows federal regulations where a lead-based paint hazard is involved. To determine if a lead-based paint hazard is present, houses built before 1978 are tested for the presence of lead by a certified technician. In the event lead-based paint is present, the city hires technicians certified in safe work practices for the removal of lead-based paint.

All CDBG funded projects meet all applicable regulations related to lead-based paint. Residences built before 1978 utilizing the Minor Home Repair Program are tested for lead-based paint to comply with HUD requirements. In the event lead-based paint is detected, HUD guidelines are followed, including the distribution of lead-based paint information. In PY24 four (4) projects required testing for lead based paint hazards. None of those tests came back positive so no further remediation was necessary.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

During PY24 the City of Carrollton provided general funding of \$490,000 to social service agencies to address local objectives and strategies identified in the 2024-2028 Consolidated Plan. All the agencies identified in Appendix 1 predominantly serve persons of low- to moderate- income.

The city council considers the awarding of social service contracts annually. The city is proud of its continued partnership with the identified agencies/organizations. A brief outline of the specific services and activities offered by each of the agencies is also included in Appendix 1.

Cumulatively, these agencies served 15,149 individuals in Carrollton. The agencies identified and served 4898 (32.3%) Hispanics, 543 (3.6%) African-Americans, and 325 (2.1%) Asians. These specific demographic groups accounted for 38.1% of the individuals served by the city funded social service agencies.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

Neighborhood Reinvestment

In previous years the city has used CDBG funding to perform infrastructure projects in low- to moderate-neighborhoods in Carrollton. However, due to the changes and revisions in Section 3 the city infrastructure projects have been impacted by the new requirements. This has resulted in the reduction of funding on such projects to a \$200,000 cap in order to perform work in areas of infrastructure without Section 3 penalties being applied. In PY24 infrastructure projects used CDBG funding for street, sidewalk, and curb installation as part of the Phase 1 Carrollton Heights project. CDBG funding was also used to make improvements to six (6) city parks located with the LMI Target Area.

The city will continue to evaluate all neighborhoods in Carrollton to establish and determine areas of immediate infrastructure needs. The city does perform enhanced code enforcement with a CDBG funded code enforcement officer who conducts apartment inspections for multi-family communities located within the CDBG target area.

Neighborhood Matching Grants

The city has an established Neighborhood Enhancement Matching Grant Program (NEMGP) which may provide up to \$25,000 in general funds to perform upgrades and enhancements to public property within a neighborhood. These grants can be used for beautification, signage, and landscaping projects. In PY24 there were two (2) NEMGP projects completed totaling \$49,956 in general funds.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

This section is not applicable as Carrollton does not have a public housing authority.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

In PY24 the City of Carrollton completed the Analysis of Impediments to Fair Housing and is currently reviewing relevant aspects applicable to Carrollton and discussing it with the city council and mayor for additional direction.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Carrollton's Community Development Program continuously monitors programs and projects to ensure compliance with all applicable laws and regulations. Staff focuses on the following areas: environmental, financial, labor relations, and programmatic areas.

The environmental standards and procedures developed and implemented include the completion of compliance checklists for all activities and the city's annual Environmental Review Record (ERR). Staff maintains a copy of the ERR available for year-round public review during regular business hours in the Environmental Services Department at City Hall located at 1945 E. Jackson Road, Carrollton Texas.

Community Development program staff and the city's accounting staff administer financial monitoring for all projects, programs, and activities. The city's Treasury Division works closely with the Community Development staff to ensure all drawdowns are made after all ledgers and records have been reconciled and approved. The city's Purchasing Department assists with procurement and the general bidding process to ensure compliance with all applicable state and federal regulations. The financial operations and expenditures of the city are audited on an annual basis by an independent accounting firm.

The Community Development staff administers, monitors, and reviews labor standards on all capital improvement projects which have allocations of CDBG funding. Contractors are provided with training prior to the start of each project. All applicable Davis-Bacon and Related Acts (DBRA) are explained to the contractor. All contractor payments are contingent upon payment of proper wages to employees and the city's receipt of appropriate payroll records. Contractors are reviewed to ensure they have a SAMS and DUN number and have not been disbarred from receiving federal funds.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The first public hearing for the PY24 CAPER was held on Thursday, November 13, 2025, before the Neighborhood Advisory Commission. The second public hearing for the PY24 CAPER was held on Tuesday, December 2, 2025, before the Carrollton City Council. Notice was posted for the public hearing in the Dallas Morning News. These hearings summarized the report, noting it has been available for review either in person at City Hall or through the city's website. Citizen comments were welcomed at the hearings or in writing and instructions were provided on how to comment.

Neighborhood Advisory Commission Public Hearing - Thursday, November 13, 2025

The Neighborhood Advisory Commission held a public hearing on Thursday, November 13, 2025, to receive comments on the PY24 CAPER. At the meeting there were no public comments received during the public hearing regarding the PY24 CAPER. After receiving no public comments, the Neighborhood Advisory Commissioners were asked if they had any questions regarding the draft PY24 CAPER. Staff received an inquiry from one of the NAC commissioners regarding the land acquisition activity that was scheduled for PY24. Staff informed the commissioners the land acquisition activity was cancelled due to concerns raised by the social service agencies over ongoing federal funding created from both the budget reconciliation process in April and May of 2025 and in the lack of an approved federal budget for fiscal 2026.

As there were no further comments from the commissioners, the chair moved to close the public hearing and a motion was made to pass the PY24 CAPER and forward it on for a public hearing before the City Council on December 2, 2025. The commissioners voted 7 to 0 (with two commissioners absent) to pass the resolution and forward the report onto the Carrollton City Council.

City Council Public Hearing - Tuesday, December 2, 2025

The City Council held a public hearing on Tuesday, December 2, 2025, to receive comments on the PY24 CAPER. At the meeting there were _____ public comments regarding the PY24 CAPER. After asking for and receiving no other public comments, the City Council voted _____ to approve a resolution adopting the PY24 CAPER and forwarding the report to the Department of Housing and Urban Development.

No public comments were received by staff through email, written correspondence, or reported in on site visits.

Public Notices were featured on the city's website and were published in the Dallas Morning News on Sunday, October 26, 2025, and Sunday, November 2, 2025.

CR-45 – CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

In PY24 the city was under timeliness issues which needed to be addressed. City staff formulated a plan in PY24 to address this problem. The excess funding had accumulated due to cancellation of infrastructure projects, changes in Section 3 requirements, improper allocation of Public Services funding (exceeding the 15% cap), and lack of proper oversight and review by the HUD representative assigned to the city at that time. A new HUD representative was assigned to the city, and a workout plan was submitted to HUD indicating the projects and funding to be used in PY24. If all the projects/activities had been completed the city would have successfully met the 1.5X yearly allocation rate by the time of the August 2025 Timeliness Test. However, due to a delay in one project, and a late cancellation in May 2025 of another, the city was unable to pivot to a new project or activity which would have allowed proper spending of CDBG funding during the remaining allotted time to the August 2, 2025, Timeliness test.

At the time of the August 2, 2025, Timeliness Test the city was still in violation of the 1.5X yearly allocation rate as it was recorded as 2.14X the yearly allocation rate. A review of the current PR-56 report indicates the city spent 172.16% of the yearly allocation amount clearly indicating the city had made a major effort to meet CDBG Timeliness requirements. When additional draws were performed in August and September of 2025 the 2.14X yearly allocation rate had dropped to 1.54X yearly allocation rate.

The city has submitted one final workout plan to HUD indicating how the city will finally gain financial compliance with city projects/activities listed in the PY25 Action Plan. The PY25 Action Plan has already been submitted and approved by HUD and the city believes it will meet CDBG Timeliness in PY25 and be in compliance with HUD rules and regulations by the time of the August 2026 Timeliness Test.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours	0				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0				
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0				
Direct, on-the job training (including apprenticeships).	0				
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0				
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0				
Outreach efforts to identify and secure bids from Section 3 business concerns.	0				
Technical assistance to help Section 3 business concerns understand and bid on contracts.	0				
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0				
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0				
Held one or more job fairs.	0				
Provided or connected residents with supportive services that can provide direct services or referrals.	0				
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0				
Assisted residents with finding child care.	0				
Assisted residents to apply for, or attend community college or a four year educational institution.	0				
Assisted residents to apply for, or attend vocational/technical training.	0				
Assisted residents to obtain financial literacy training and/or coaching.	0				
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0				
Provided or connected residents with training on computer use or online technologies.	0				
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0				

Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0				
Other.	0				

Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

None of the project/activities performed in PY24 were bound by Section 3 requirements.

DRAFT

ATTACHMENT - A

Social service agencies funded through General Funds

Make It Count (formally Bea's Kids)

P.O. Box 110165, Carrollton, TX 75011-0065

Phone: (972) 342-8175

Email: info@beaskids.org

Website: makeitcountntx.org

Make It Count (formally Bea's Kids) is a non-profit 501(c)(3) organization that has been serving underprivileged children and parents since 1990. Services include educational, cultural, recreational and sports programs and activities. The program also provides food, clothing and medical/dental care. Bea's Kids leads a crusade against hunger, illiteracy, domestic strife, parental neglect, drugs, violence, gangs, school dropouts and poverty.

CASA of Denton County, Inc

614 N. Bell Avenue, Denton, TX 76209

Phone: (940) 243-2272

Email: gstuder@casadenton.org

Website: www.casadenton.org

CASA of Denton County, Inc. serves children (ages 0-18) who have been removed from their homes by Child Protective Services due to abuse or neglect. Their service area is Denton County and includes children from the portion of Carrollton within Denton County. CASA provides independent, objective guidance in court regarding the children's best interests and is a constant provider of support during that experience.

Children's Advocacy Center for Denton County

1854 Cain Dr, Lewisville, TX 75077

Phone: (972) 538-9623

Email: ellen@cacdc.org

Website: www.cacdc.org

Children's Advocacy Center of Denton's mission is to empower child abuse victims, their families, and community through education, healing, and justice. They coordinate the investigation and prosecution of severe child abuse cases for law enforcement, Department of Family and Protective Services, and the District Attorney's Office through a multi-disciplinary team response, providing critical, no-cost victim services to child victims.

Metrocrest Services

1145 N. Josey Lane, Carrollton Texas 75006

Phone: (972) 446-2100

Email: teubanks@metrocrestsocialservices.org

Website: www.metrocrestsodicalservices.org

Metrocrest Services provides referral services, short-term emergency assistance for rent, utilities, food, clothing, medical and other financial needs in a time of family crisis. Other services include job assistance, food bank, and thrift store. Metrocrest Services collaborates and partners with local governments, businesses, and non-profits for mobilization and maximization of resources.

WOVEN Health Clinic

1 Medical Parkway, Plaza One, Ste. 149, Farmers Branch, TX 75234

Phone: (972) 755-4656

Email: lrigby@wovenhealth.org

Website: www.wovenhealth.org

WOVEN provides low cost primary care and a limited number of specialty services to uninsured low income residents between the ages of 16 and 65. The focus of the clinic is providing patients a medical home which will help them improve and maintain their health by regular visits with a physician, educational services and access to resources from the clinic.

Attachment - B

NOTICE OF PUBLIC HEARING

On October 1, 2024, the City of Carrollton received \$711,716 of Community Development Block Grant (CDBG) funding from the United States Department of Housing and Urban Development (HUD). In accordance with federal regulation, these funds were used for the principal benefit of persons of low to moderate income in Carrollton.

The City of Carrollton is currently in the process of preparing a final Consolidated Annual Performance and Evaluation (CAPER) for the 2024 Program Year. This document reviews and reports on the accomplishments of the Carrollton CDBG program for the period spanning October 1, 2024, through September 30, 2024. A draft copy of the report is available for public review at City Hall, 1945 E. Jackson Road, Carrollton, Texas within the Community Development Program in the Environmental Services Department. A digital copy is also available online at:

<https://www.cityofcarrollton.com/departments/departments-a-f/community-development/community-development-block-grant-cdbg>

The city will hold two public hearings to receive comments on the CAPER for the 2024 Program Year. The first public hearing will be held before the Neighborhood Advisory Commission at 6:30pm on Thursday, November 13, 2025 in the City Hall Council Briefing Room located on the second floor of City Hall. The second public hearing will be held before the Carrollton City Council at 7pm on Tuesday, December 2, 2025, in the City Hall Council Chambers. Carrollton City Hall is located at 1945 E. Jackson Road, Carrollton, Texas.

If you are unable to attend, you may submit written comments and/or ideas to the following address:

City of Carrollton
c/o Brian Passwaters
Environmental Services
1945 E. Jackson Road
Carrollton, TX 75006

You may also submit your comments by email at:

community.development@cityofcarrollton.com

Comments will be accepted until Monday, December 8, 2025

Phone: (972) 466-5727

FAX: (972) 466-3175

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS,
ADOPTING THE PROGRAM YEAR 2024 CONSOLIDATED ANNUAL
PERFORMANCE AND EVALUATION REPORT FOR THE COMMUNITY
DEVELOPMENT BLOCK GRANT; AND PROVIDING AN EFFECTIVE DATE:**

WHEREAS, the City of Carrollton received \$711,716 in Community Development Block Grant Funds from the United States Department of Housing and Urban Development in Program Year (PY) 2024; and has prepared a Consolidated Annual Performance and Evaluation Report (CAPER); and

WHEREAS, the PY 2024 CAPER was made available for public review in accordance with federal law, and scheduled public hearings to provide all persons the opportunity to present verbal and written testimony, for a period in excess of thirty (30) days; and

WHEREAS, on November 13, 2025, the Neighborhood Advisory Commission held a public hearing on the draft PY 2024 CAPER and, after all persons were given an opportunity to present verbal and written testimony, did consider and make a recommendation to adopt the PY2024 CAPER; and

WHEREAS, on December 2, 2025, the City Council conducted a second public hearing on the draft PY 2024 CAPER and determined that adoption of the PY 2024 CAPER serves the best interests of the City by facilitating continued program participation and securing additional community resources to benefit low- and moderate-income residents;

WHEREAS, the City Council has been presented and reviewed the PY 2024 CAPER and is attached hereto as Exhibit “A”, which is incorporated herein for all purposes.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF CARROLLTON, TEXAS, THAT;**

SECTION 1.

All of the above premises are found to be true and correct legislative and factual findings of the City Council, and are hereby approved, ratified, and incorporated into the body of this Resolution as if copied in their entirety.

SECTION 2.

The PY 2024 CAPER, which is attached hereto and incorporated herein for all purposes, documents the performance and accomplishments for the Community Development Block Grant as related to the adopted 2024-2028 Consolidated Plan and is hereby adopted by the City Council.

SECTION 3.

This report will constitute the PY 2024 CAPER for the City of Carrollton, Texas for all matters related to program planning, accomplishments, and performance relative to the Community Development Block Grant program and other programs administered by the United States Department of Housing and Urban Development.

SECTION 4.

The City Manager is authorized to sign the required program certifications and to take all other action necessary to effectuate the intents and purposes of this Resolution.

SECTION 5.

This Resolution shall take effect upon passage.

DULY PASSED AND APPROVED by the City Council of the City of Carrollton, Texas this 2nd day of December 2025.

CITY OF CARROLLTON, TEXAS

Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

APPROVED AS TO FORM:

Meredith A. Ladd,
City Attorney

APPROVED AS TO CONTENT:

Cory Heiple,
Environmental Services Director



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7483

Agenda Date: 12/2/2025

Version: 1

Status: Public Hearing/Individual
Consideration

In Control: City Council

File Type: Public Hearing

Agenda Number: 25.

CC MEETING: December 2, 2025

DATE: November 18, 2025

TO: Erin Rinehart, City Manager

FROM: Loren Shapiro, AICP, Planning Manager
Shannon Hicks, Assistant City Manager

Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Amend SUP-413 To Allow Modified Conceptual Plans On An Approximately 5.426-Acre Tract Zoned PD-189 For The (O-4) Office District And Located At 1401 East Trinity Mills Road; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2025-171 Trinity Mills OR Expansion.

BACKGROUND:

This is a request for approval of an amendment to Special Use Permit 413 (SUP-413) to allow modifications to conceptual plans to show the expansion of the building to accommodate the enlargement of an operating room.

The initial operating room expansion resulted in amending the SUP in 02/02/22 to allow an increase of approximately 6,000 square feet in the building footprint. The expansion did not occur, and therefore, this application to amend the SUP will allow the previously approved 6,000 square-foot operating room expansion to increase to approximately 7,500 square feet.

STAFF RECOMMENDATION/ACTION DESIRED:

On November 6, 2025, the Planning and Zoning Commission recommended approval of the request with stipulations.

Staff recommends **APPROVAL** with stipulations.

The attached ordinance reflects the action of the Commission.

RESULTS SHEET

Date: 12/02/25

Case No./Name: PLSUP 2025-171 Trinity Mills OR Expansion

A. STAFF STIPULATIONS AND RECOMMENDATIONS

Staff recommends **APPROVAL** with the following stipulations:

1. Permitted uses: General Medical & Surgical Hospital and Nursing Care Facility
2. Development shall be in accordance with the conceptual site plan, conceptual landscape plan, and conceptual elevations attached hereto as Exhibits B, C, and D respectively, provided however that:
 - a. The nursing care facility shall be limited to 16 patients.
 - b. The previously approved MRI building expansion is removed from the conceptual plans and shall require an amendment to the SUP should a major change to the building be requested.

B. P&Z ACTION from P&Z meeting: 11/06/25

Result: **APPROVED w/ stipulations** /Vote: 9-0

C. CC PUBLIC HEARING / ORDINANCE ACTION from CC meeting: 12/02/25

Result: /Vote:

- Subject Property
- Planned Development District
- Special Use Permit
- Zoning
 - (LR-2)
 - (O-4)
 - (SF-PH)



SUP 487

PD 189

SUP 413

PD 093

(LR-2)

Trinity Mills RD

Trinity Mills RD

ENTR N JOSEY LN TO PGBT WB

PGBT HWY

McCoy RD

McCoy RD

McCoy RD

Blackstone DR

1401 E Trinity Mills Rd

200 FT Buffer



APPLICANT'S NARRATIVE

Application Explanation and Description of Request or Project
<p>We come to the city of Carrollton to request permission to add an approximately 7,500 SF Operating Room (OR) expansion to the existing Hospital located at 1401 E. Trinity Mills Road. Project includes the proposed building expansion, internal building renovations and associated adjustment to the adjacent fire lane and drop off areas as generally shown on the provided Specific Use Site Plan exhibit for an SUP Amendment for SUP No. 413.</p>

SPECIAL USE PERMIT

Case Coordinator: Michael McCauley

GENERAL PROJECT INFORMATION

SITE ZONING: PD-189 for the (O-4) Office District with SUP-413

	<u>SURROUNDING ZONING</u>	<u>SURROUNDING LAND USES</u>
NORTH	PD-189 for the (O-4) Office District	Undeveloped
SOUTH	PD-05 for the (SF-5/12) and (SF-TH) Single-Family Residential District	Single-Family Detached Housing (Across PGBT)
EAST	PD-93 for the (SF-5/12), (SF-TH) Single-Family Residential District	Single-Family Detached Housing (Across McCoy Road)
WEST	PD-189 for the (O-4) Office District with SUP-487	Hotel (Under Construction)

REQUEST: Amend SUP-413 to modify conceptual plans to show the expansion of the building to accommodate the enlargement of the operating room

PROPOSED USE: Hospital (existing)

ACRES/LOTS: Approximately 5.426-acres / 1 lot

LOCATION: 1401 East Trinity Mills Road

HISTORY:

- On 04/04/23 amendment to SUP-413 to allow a nursing care facility as an additional use to the hospital
- On 02/02/21 amendment to SUP-413 to allow the increase of the building for an operating room expansion
- On 01/12/21 amendment to SUP-413 to allow an MRI building
- On 06/17/14 SUP-413 was approved to allow a General Medical and Surgical Hospital
- PD-189 for the (O-4) Office District was established on 11/16/10

COMPREHENSIVE PLAN: Commercial – High Intensity

TRANSPORTATION PLAN: President George Bush Turnpike is a Controlled-Access Highway (CAH) and McCoy Road is a Collector Two-Lane Undivided (C2U).

OWNER: Steven Donnelly / Legent Health

REPRESENTED BY: Logan Lindsley, P.E.

STAFF ANALYSIS

REQUEST

This is a request for approval to amend the conceptual plans in SUP-413 to show the future expansion of the building to accommodate the enlargement of the operating room.

ORDINANCE REQUIREMENTS

Article XXI. of Carrollton's Comprehensive Zoning Ordinance (CZO) requires any major amendment to an SUP to be presented and considered by the Planning & Zoning Commission and City Council. The expansion to the building footprint by increasing the operating room is considered a major change to the approved conceptual plans in SUP-413.

ELEMENTS TO CONSIDER

1. Special Use Permit 413 was approved by City Council in 2014 to allow a hospital.
2. Through the years, the SUP was amended to allow necessary changes to the use and building.
3. The initial operating room expansion resulted in amending the SUP in 02/02/22 to allow an increase of approximately 6,000 square feet in the building footprint. The expansion did not occur, and therefore, this application to amend the SUP will allow the previously approved 6,000 square-foot operating room expansion to increase to approximately 7,500 square feet.
4. The previously approved MRI (magnetic resonance imaging) building expansion was not constructed and is removed from the conceptual plans; it shall require an amendment to the SUP should a major change to the building be requested.
5. All requirements for parking, landscaping, drainage, fire lanes, and vehicle circulation comply with city ordinances.
6. PD-189 has no direct impact to the use or its building expansion.
7. Each SUP application, including an amendment to an SUP, is discretionary and must be evaluated as to its probable effect on the adjacent properties and the community welfare and may be approved or denied as the findings indicate appropriate.
8. A SUP should not have negative impacts that exceed the impacts associated and anticipated with a use permitted "as-of-right" in the zoning district.
9. Written public comments were received during the Planning and Zoning Commission meeting.

PURPOSE OF THE SPECIAL USE PERMIT

The purpose of the Special Use Permit is to authorize and regulate uses which may be beneficial in a specific instance to the general welfare of the community yet ensure that such uses are not detrimental to surrounding property and are consistent with the stated purpose of the zoning

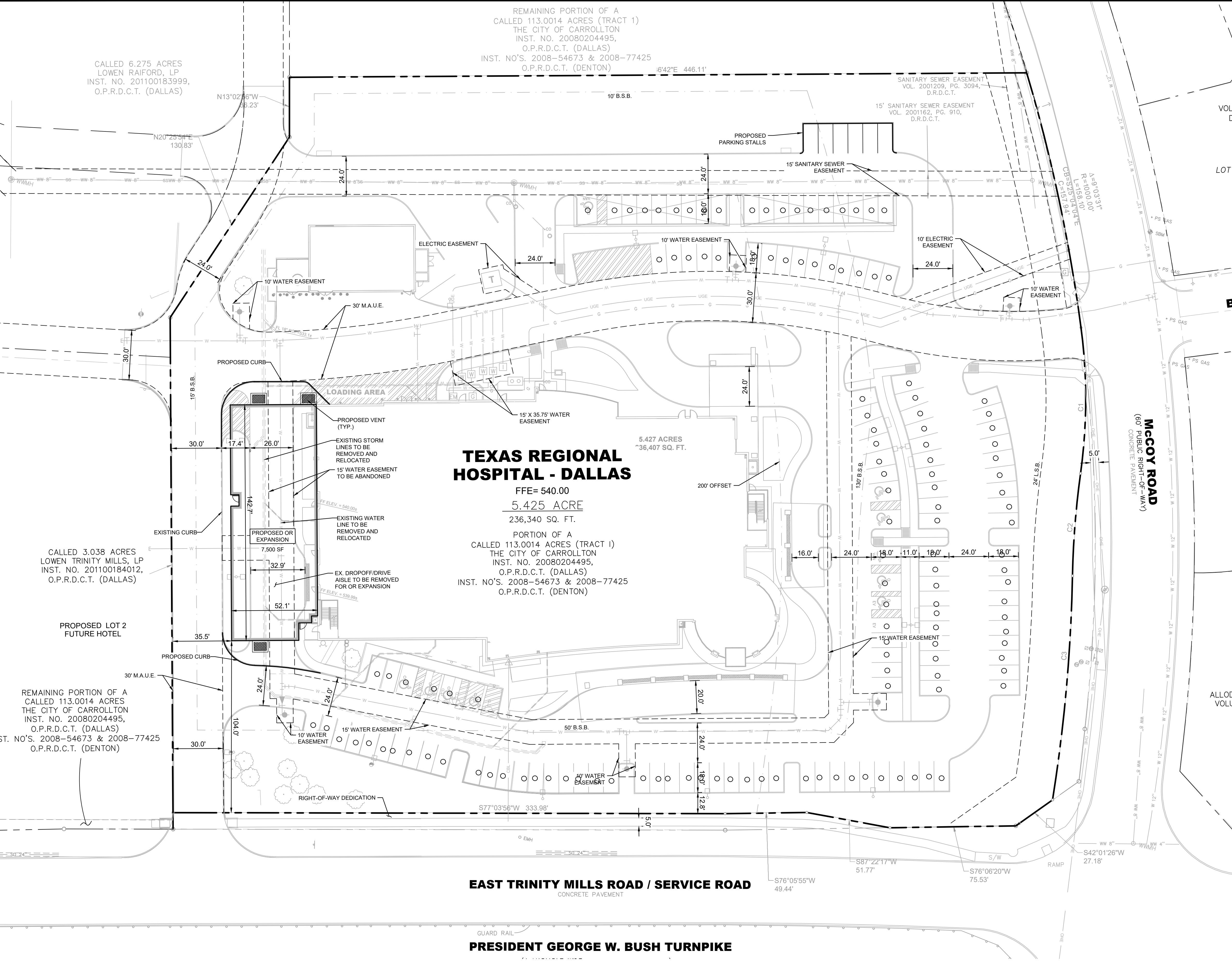
district in which such uses are located regarding conditions of operation, location, arrangement, and construction.

CONCLUSION

Staff believes the request to modify conceptual plans to the hospital is reasonable and should not adversely affect the adjoining uses and neighborhood with staff's recommended stipulations.

Plotted By: Linsley, Logan Date: October 21, 2025 03:57:05pm File Path: K:\DAL_Civil\060060400 - SUP Exhibits\20251021 - Legent SUP Exhibit.dwg

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



CASE NO. _____
SPECIAL USE PERMIT NO. _____

THIS SITE PLAN WAS APPROVED ON _____, IN CONJUNCTION WITH A SPECIAL USE PERMIT, BY THE CITY COUNCIL OF THE CITY OF CARROLLTON. TO THE BEST OF MY KNOWLEDGE, CHANGES, WHICH ARE REQUIRED AS CONDITIONS OF SPECIAL USE PERMIT APPROVAL, HAVE BEEN MADE, AND THIS SITE PLAN IS THE FINAL, APPROVED PLAN FOR DEVELOPMENT. NO CHANGES MAY BE MADE TO THIS SITE PLAN WITHOUT CITY COUNCIL APPROVAL IN ACCORDANCE WITH ARTICLE XXXI OF THE COMPREHENSIVE ZONING ORDINANCE. ENGINEERING, GRADING, AND CONSTRUCTION PLANS ARE NOT PART OF THIS APPROVAL.

A COPY OF THIS SITE PLAN MUST BE SUBMITTED WITH ALL COPIES OF BUILDING AND CONSTRUCTION PLANS THAT ARE SUBMITTED TO THE CITY AND SHALL BE ATTACHED TO THE AMENDING ORDINANCE CREATING THE SPECIAL USE PERMIT.

FOR PLANNING DEPARTMENT _____ DATE _____

SITE DATA SUMMARY TABLE																
	LOT SIZE (AC)	LOT SIZE (SF)	ZONING	PROPOSED USE	EX. BLDG AREA (SF)	OR ADDITION AREA (SF)	EX. BUILDING HEIGHT	BUILDING HEIGHT ADDITION	EX. BUILDING STORIES	BUILDING STORIES ADDITION	REQ. PARKING RATIO	REQ. PARKING	PROV. PARKING	REQ. ACCESSIBLE PARKING	PROV. ACCESSIBLE PARKING	REQ. INTERIOR LANDSCAPING (SF)
PHASE 2 LOT 3 BLOCK A	5.426	236,313	PD 189 O-4	TEXAS REGIONAL HOSPITAL	76,685	7,500	62'	33'	3	1	1 PER BED	48	141	4	10	2,381

NOTE: ACCESSIBLE PARKING IS PROVIDED IN ACCORDANCE WITH ADA STANDARDS

VICINITY MAP

LEGEND

- PROPERTY LINE
- - - SETBACK LINE
- - - PROPOSED EASEMENT
- L.S.B. LANDSCAPE BUFFER
- B.S.B. BUILDING SETBACK

- CITY OF CARROLLTON SITE PLAN NOTES
- A. SIDEWALKS (WHICH ARE REQUIRED IN ALL DISTRICTS, WITH THE SINGLE EXCEPTION OF LOCAL INDUSTRIAL STREETS) SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF CARROLLTON'S SPECIFICATIONS.
- THE DEVELOPER WILL CONSTRUCT SIDEWALKS ALONG THE REAR AND SIDE OF ALL LOTS THAT ABUT COLLECTOR OR ARTERIAL THOROUGHFARES OR WHICH ABUT PERIMETER STREETS, OR WHERE AN ALLEY IS ADJACENT TO A COLLECTOR OR ARTERIAL THOROUGHFARE.
- THE BUILDER ON A LOT WILL CONSTRUCT ALL OTHER SIDEWALKS ON THE FRONT AND SIDE OF LOTS ON INTERNAL STREETS.
- CERTIFICATES OF OCCUPANCY WILL NOT BE ISSUED UNTIL SUCH REQUIREMENTS HAVE BEEN MET.
- B. A MASONRY SCREENING WALL (CONSTRUCTED IN ACCORDANCE WITH THE CITY OF CARROLLTON'S SPECIFICATIONS AND THE COMPREHENSIVE ZONING ORDINANCE) WILL NOT BE CONSTRUCTED BY THE DEVELOPER.
- C. A MINIMUM OF 10% OF THE TOTAL SITE IS REQUIRED TO BE LANDSCAPED. (THE LANDSCAPING MUST BE LOCATED IN ACCORDANCE WITH THE COMPREHENSIVE ZONING ORDINANCE, BE IDENTIFIED BY A SHADING PATTERN WHICH IS IDENTIFIED IN THE LEGEND AND IDENTIFIED IN SQUARE FEET ON THE SITE PLAN)
- D. SELLING OFF A PORTION OF THIS ADDITION BY METES AND BOUNDS DESCRIPTION WITHOUT A REPLAT BEING APPROVED BY THE CITY OF CARROLLTON IS A VIOLATION OF CITY ORDINANCE AND STATE LAW AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS

SPECIAL USE PERMIT EXHIBIT

TRINITY MILLS OR EXPANSION

CITY FILE NO. PLSUP2025-171

5.426 ACRE TRACT OF LAND

SITUATED IN THE

RAIFORD ADDITION SURVEY, PHASE 2 LOT 3, BLOCK A

CITY OF CARROLLTON, DALLAS COUNTY, TEXAS

OWNER:

STEVEN DONNELLY

4090 MAPLESHADE LN, SUITE 120

PLANO, TX 75093

PHONE: 817-721-8645

EMAIL: SDONNELLY@LEGENTHEALTH.COM

DEVELOPER:

STEVEN DONNELLY

4090 MAPLESHADE LN, SUITE 120

PLANO, TX 75093

PHONE: 817-721-8645

EMAIL: SDONNELLY@LEGENTHEALTH.COM

CIVIL ENGINEER:

Kimley»Horn

13455 NOEL RD, TWO GALLERIA OFFICE TOWER, SUITE 700

DALLAS, TX 75240

CONTACT: LOGAN LINDSLEY, P.E.

PHONE: 972-776-1716

EMAIL: LOGAN.LINDSLEY@KIMLEY-HORN.COM

No.	SUBMITTALS	DATE
1	SUP EXHIBIT 1ST SUBMITTAL	09/30/2025
2	SUP EXHIBIT 2ND SUBMITTAL	10/21/2025

Kimley»Horn

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13455 NOEL ROAD, TWO GALLERIA OFFICE TOWER, SUITE 700

DALLAS, TX 75240

PHONE: 972-776-1716

WWW.KIMLEY-HORN.COM

TEXAS REGISTERED ENGINEERING FIRM E-928

No.	REVISIONS	DATE

SPECIAL USE PERMIT EXHIBIT

TRINITY MILLS OR EXPANSION

CITY OF CARROLLTON, TEXAS

DATE

10/21/2025


PROJECT NO.

064316027

SHEET NUMBER

EX-1

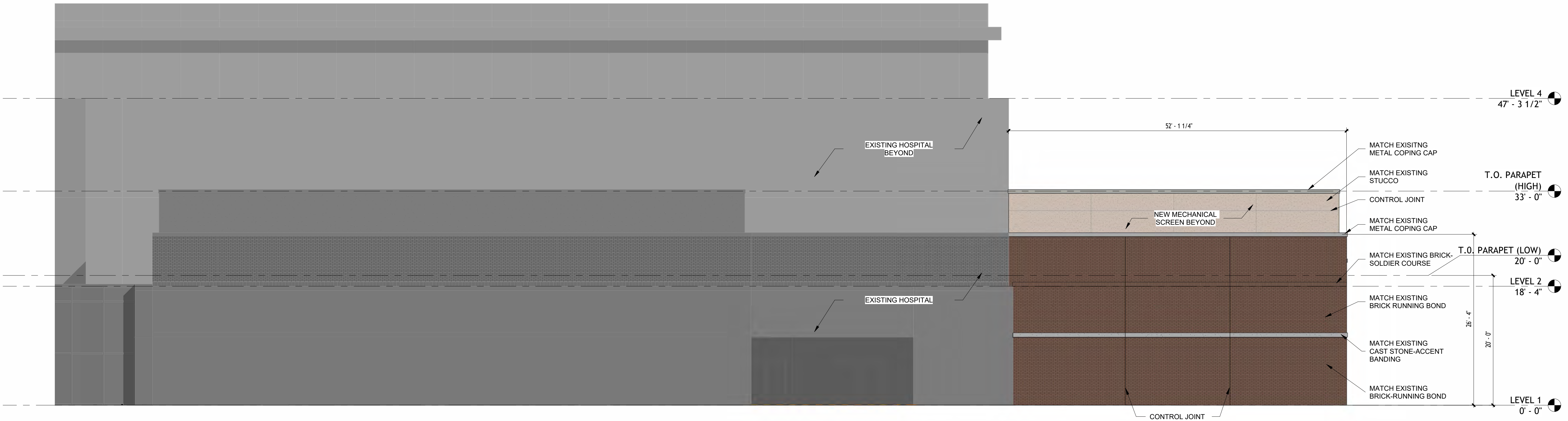


TRINITY MILLS OR EXPANSION CITY OF CARROLLTON, TEXAS		LANDSCAPE PLAN		SCALE AS SHOWN DESIGNED BY AMH DRAWN BY AMH CHECKED BY AMH		PRELIMINARY FOR REVIEW ONLY Not for construction or permit purposes  P.L.A. _____ Anne M. Hartman I.A. No. 3136 Date: 10/21/2025		Kimley»Horn © 2019 KIMLEY-HORN AND ASSOCIATES, INC. 13453 NOLL ROAD, TWO FLOORS OFFICE TOWER, SUITE 700 DALLAS, TX 75240 PHONE: 972-770-1300 WWW.KIMLEY-HORN.COM TEXAS REGISTERED ENGINEERING FIRM F-928		No. _____ REVISIONS _____ DATE _____	
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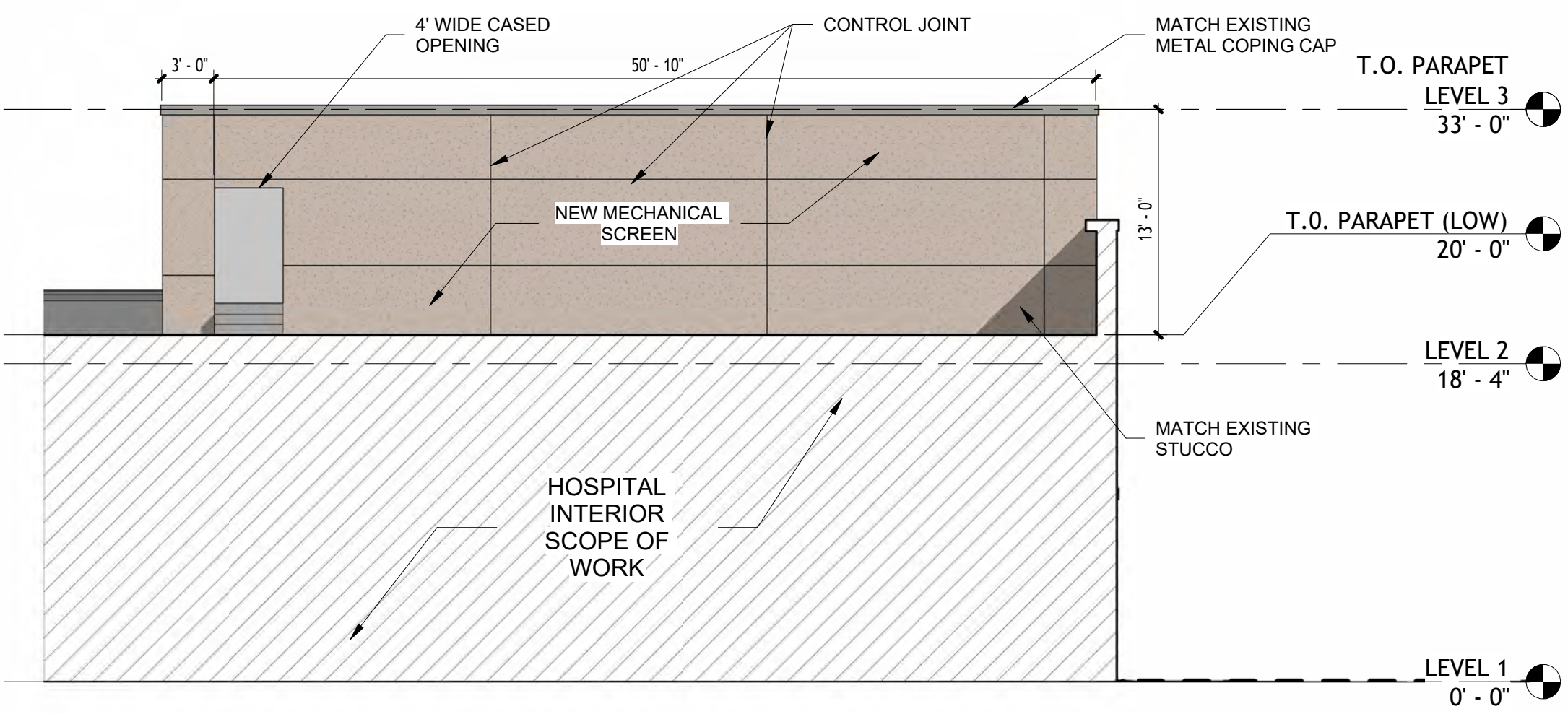
LEGENT
ORTHOPEDIC
HOSPITAL
CARROLLTON

1401 EAST TRINITY MILLS ROAD
CARROLLTON, TEXAS 75007

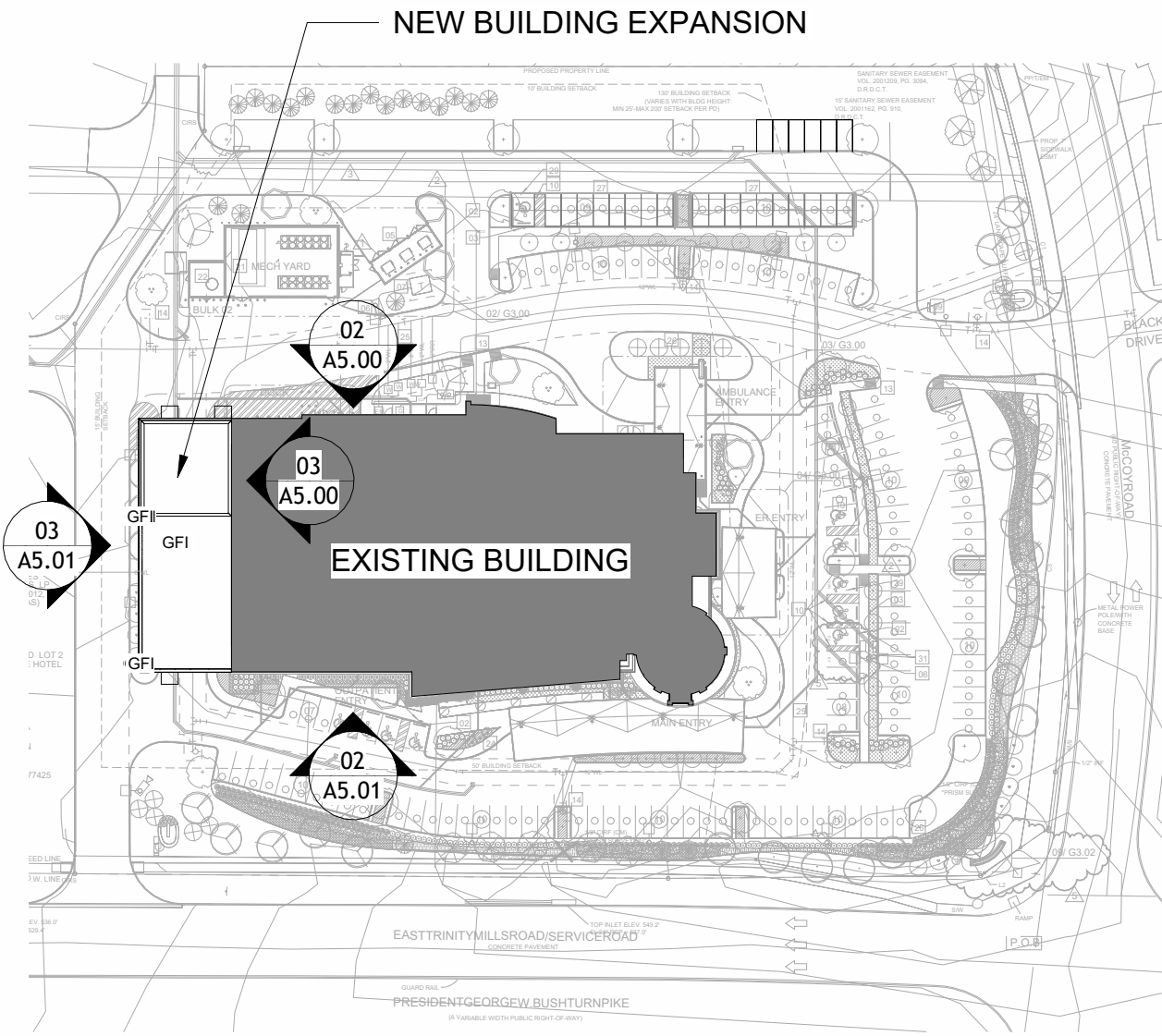
Architect
REID ARCHITECTS
Marshall Reid, AIA
3411 Richmond Avenue
Suite 111
Houston, Texas 77046
PH 713.621.2828
marshall@mlreid.com



02 NORTH EXTERIOR ELEVATION
SCALE: 1/8" = 1'-0"



03 EAST EXTERIOR ELEVATIONS
SCALE: 1/8" = 1'-0"



01 KEY PLAN

Issue Date

INTERIM REVIEW ONLY,
NOT FOR REGULATORY APPROVAL,
PERMIT OR CONSTRUCTION

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Issued Date

Revisions

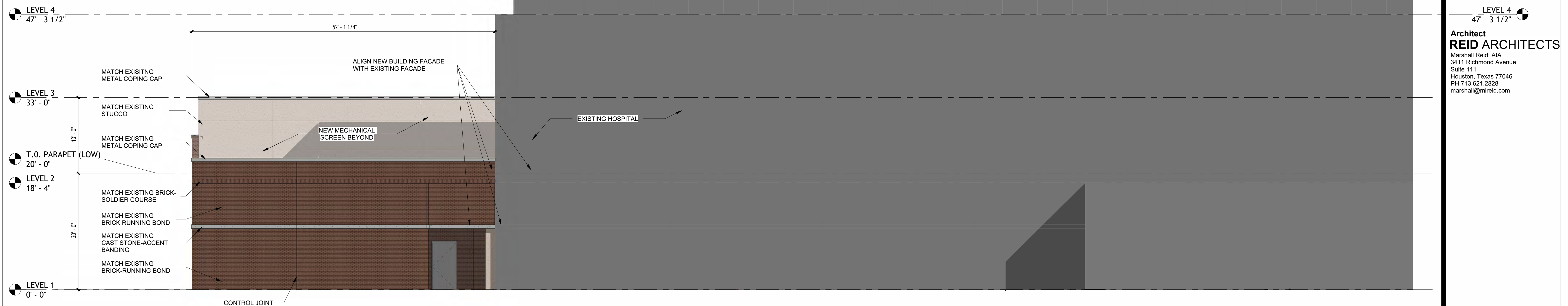
Drawing Date
Issue Date

EXTERIOR
ELEVATIONS
A5.00

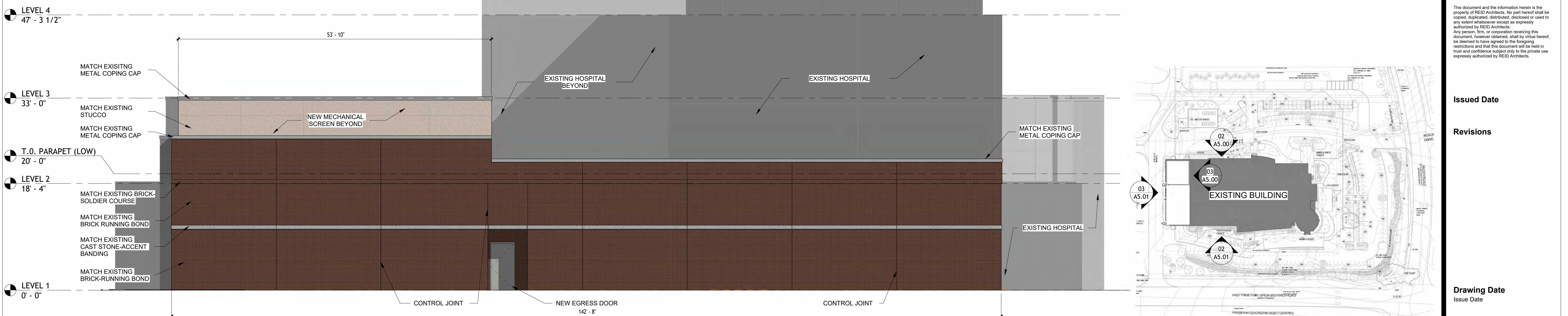
1401 EAST TRINITY MILLS ROAD
CARROLLTON, TEXAS 75007

LEVEL 4
47' - 3 1/2" 

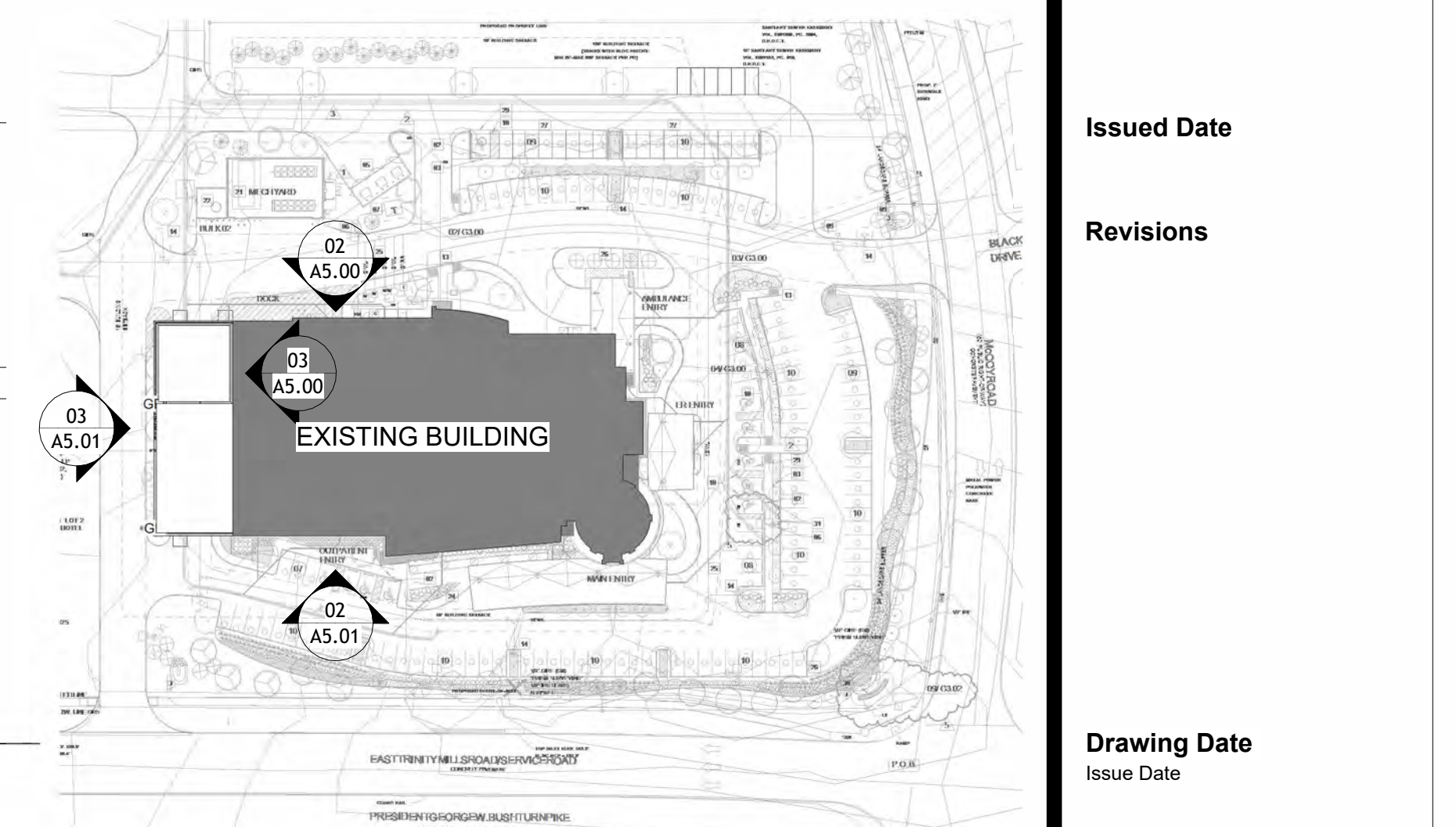
Architect
REID ARCHITECTS
Marshall Reid, AIA
3411 Richmond Avenue
Suite 111
Houston, Texas 77046
PH 713.621.2828
marshall@mlreid.com



02 SOUTH EXTERIOR ELEVATIONS



03 WEST EXTERIOR ELEVATION



01 KEY PLAN

Issue Date

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Issued Date

Revisions

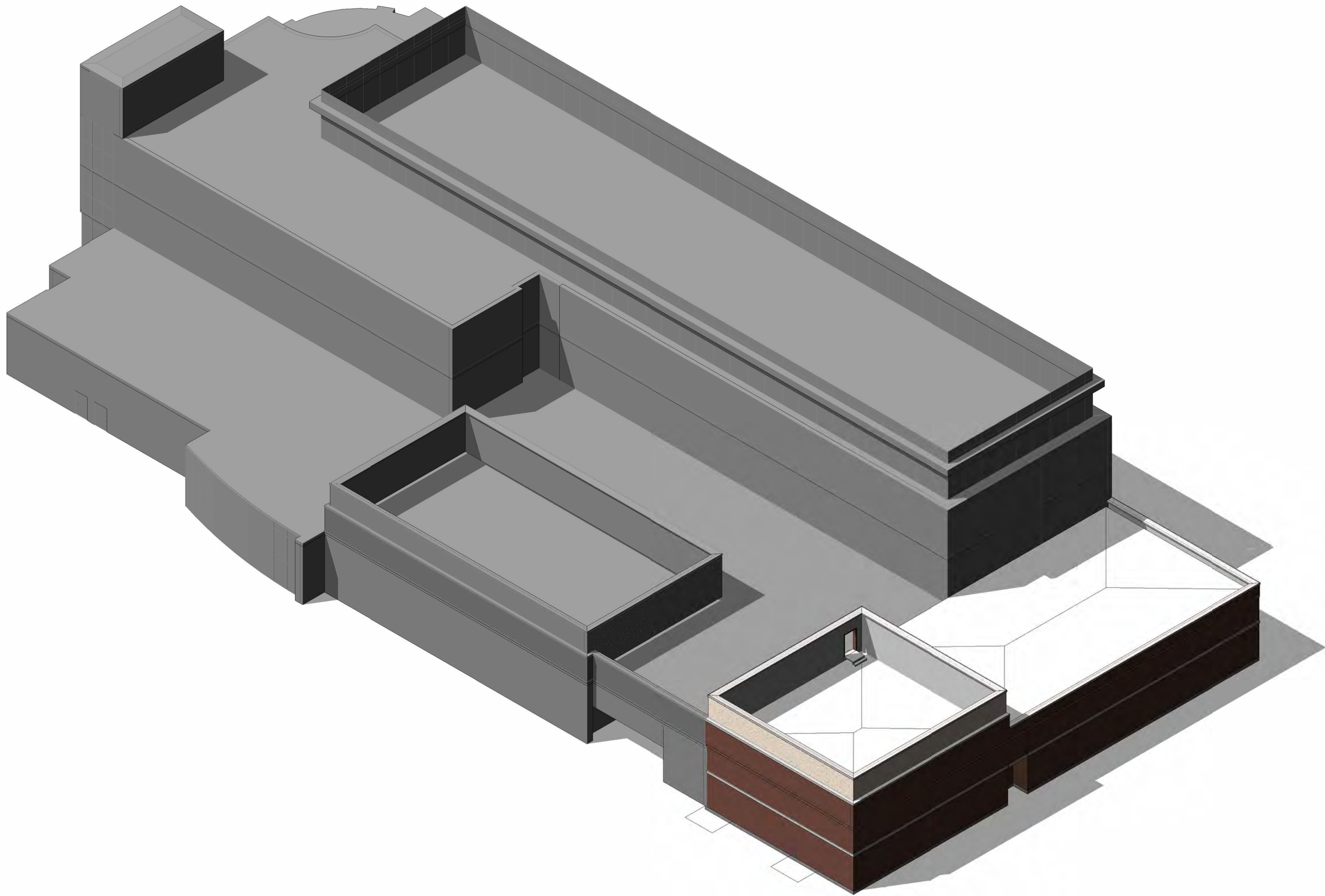
Drawing Date
Issue Date

EXTERIOR ELEVATIONS A5.01

LEGENT
ORTHOPEDIC
HOSPITAL
CARROLLTON

1401 EAST TRINITY MILLS ROAD
CARROLLTON, TEXAS 75007

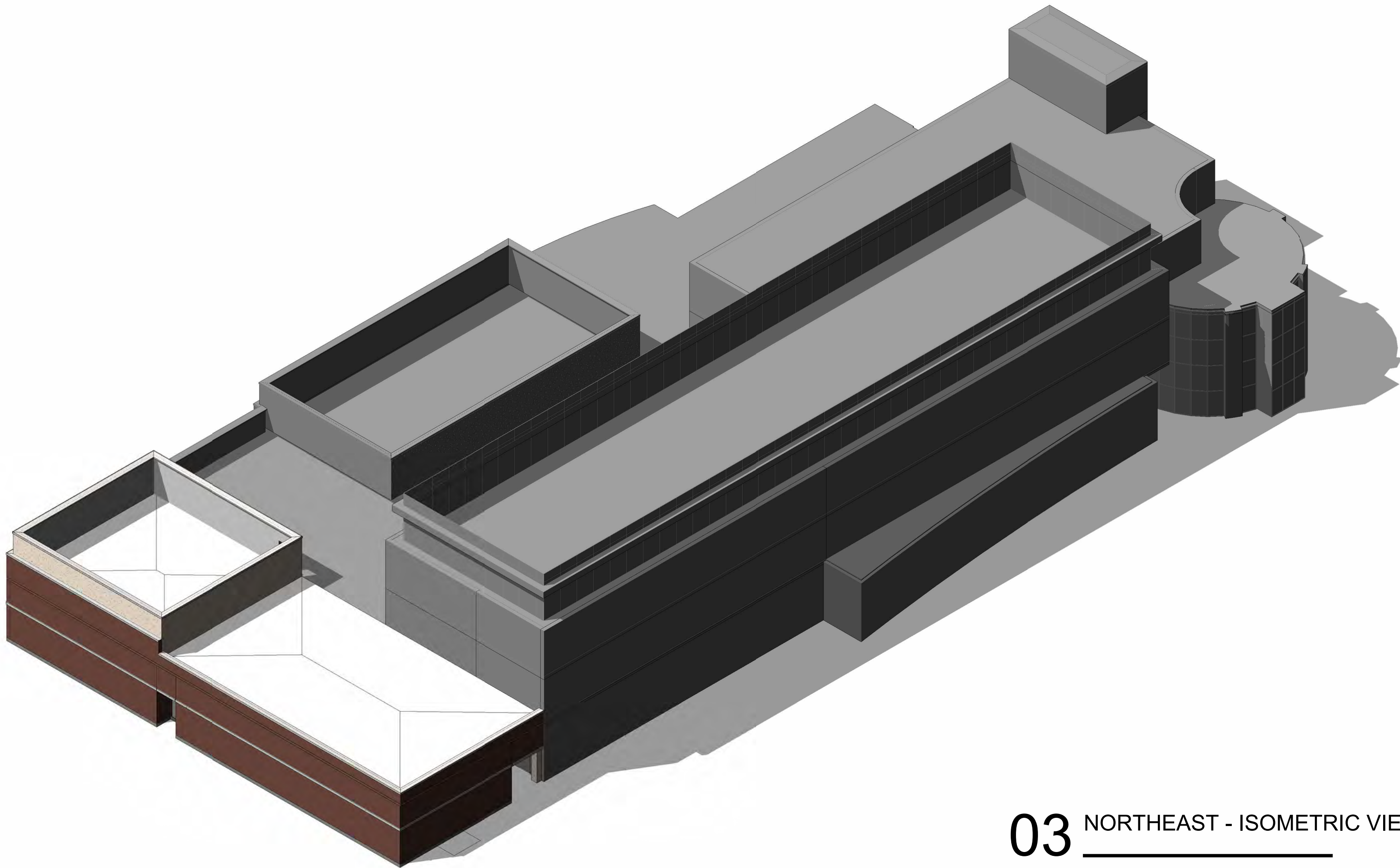
Architect
REID ARCHITECTS
Marshall Reid, AIA
3411 Richmond Avenue
Suite 111
Houston, Texas 77046
PH 713.621.2828
marshall@mlreid.com



04 SOUTHEAST - ISOMETRIC VIEW



02 SOUTH VIEW



03 NORTHEAST - ISOMETRIC VIEW



01 NORTHEAST VIEW

Issue Date

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Issued Date

Revisions

Drawing Date
Issue Date

ISOMETRIC
VIEWS
A5.02

**Excerpt from Draft Minutes
Planning & Zoning Commission
Meeting of November 6, 2025**

A meeting of the City of Carrollton Planning & Zoning Commission was held on Thursday, November 6, 2025, at 6:30 p.m. in the Council Chambers at City Hall.

Commission Members Present:

Scott Windrow, Chair
Greg Kramer, Vice Chair
Kathleen Foster, 1st Vice Chair
Jim Doyle
Al Overholt
Dave Hermon
Rusty Pendleton
Terry Sullivan
Lou Sartor

Commission Members Absent:

None

Alternate:

Neil Anson

Staff Members Present:

Loren Shapiro, Planning Manager
Michael McCauley, Senior Planner
Emily Offer, Senior Planner
Lydia Tormos, Planning Technician
Cory Heiple, Director of Environmental Services
Shad Rhoten, Planner

Shannon Hicks, Asst. City Manager
Herb Cavanaugh, Fire Marshal
John Romberger, Transportation Engineer
Meredith Ladd, City Attorney
Joe Haefner, Asst. City Attorney
Edward Green, Plan Review Manager

Guests Present:

Mayor Steve Babick
Richard Fleming, Council Observer

*(Note: * = designation of a motion)*

Hold A Public Hearing To Consider An Ordinance Amending The Zoning To **Amend SUP-413 To Allow Modified Conceptual Plans** On An Approximately 5.426-Acre Tract Zoned PD-189 For The (O-4) Office District And Located At 1401 East Trinity Mills Road; Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2025-171 Trinity Mills OR Expansion.**
Case Coordinator: Michael McCauley.

Michael McCauley presented this item. He advised that the hospital located at the northwest corner of E. Trinity Mills Road and McCoy Road plans to enlarge an operating room on the west side of the hospital which will add approximately 7,500 square feet to the building. Mr. McCauley advised that in 2021 SUP-413 was approved to add 6,000 square feet for an operating room, however, the applicant did not move forward with the project. This item is to amend SUP-

413 to allow the expansion to the building's footprint and modify conceptual plans by adding an additional 1,500 square feet for a total of 7,500 square feet to the building. He provided a site plan, landscape plan, and building elevations. Staff is recommending approval with stipulations.

Commissioners asked if any changes were being made to the parking or to the fire lanes. Mr. McCauley responded there were no reductions.

Chair Windrow asked if the applicant would like to speak.

Logan Lindsley, Engineer of Record, 4109 Kingsway Ln., Aubrey TX, reviewed the changes requested for the previously approved plan, noting that the addition of six parking spaces were included and will remain part of this revision. He added the purpose of the expansion is to consolidate other locations to the Carrollton hospital location.

Chair Windrow stated three cards were received, of which two were presented before the meeting and in support of the request. The third card was received from Marshall Reid, 3735 Gramercy Street, Houston, TX, and is in support; however, he did not wish to speak.

Chair Windrow opened the public hearing.

Steven Donnelly, 12531 Prince Solms, San Antonio, TX, stated he is the Vice President of Real Estate for Legent Health. He said that right now there are three other surgery centers that will relocate their operations to this hospital site.

*** *Commissioner Doyle moved to close the public hearing and approve Case No. PLSUP 2025-171 Trinity Mills OR Expansion with stipulations; second by Commissioner Foster. The motion was approved with a vote of 9-0.***

PUBLIC COMMENTS (2 OF 3)

Name: AJAY DESAI (LOWEN TRINITY MILLS LP)
 Address: 1920 Enchanted way Ste 200
 City, ST, ZIP: Grapevine TX 76051

For your opinion of opposition or support on the proposed change to be considered by the Planning & Zoning Commission or City Council, you must **Received** fill out this form, sign and date it and return it before end of business day one day prior to the public hearing. **NOV 03 2025**

I hereby register my: ☒ Support ☐ Opposition **Planning City of Carrollton**

To Case No./Name: PLSUP 2025-171

Comments: Concerned of increasing traffic cutting through hospital & hotel driveways from NOB Hill residents going to and from Walmart/Lowes. Need to restrict to avoid accident & injury to guests.

Signature: Ajay Desai Date: 10/29/2025

Name: SANTAY NAIL % LOWEN RALFORD LP
 Address: 1201 RALFORD RD
 City, ST, ZIP: CARROLLTON, TX 75007

For your opinion of opposition or support on the proposed change to be considered by the Planning & Zoning Commission or City Council, you must **Received** fill out this form, sign and date it and return it before end of business day one day prior to the public hearing. **NOV 03 2025**


I hereby register my: ☒ Support ☐ Opposition **Planning City of Carrollton**

To Case No./Name: PLSUP 2025-171 TRINITY MILLS OR EXPANSION

Comments: WE ARE IN SUPPORT OF THE EXPANSION, BUT WOULD LIKE TRAFFIC DEPT TO REVIEW THE ROADWAYS LEADING FROM LOWES TO MCCOY. MANY NEIGHBORHOOD RESIDENTS USE THE DRIVE BETWEEN THE HOTEL AND ~~TAND~~ THRU THE HOSPITAL PARKING LOT TO ACCESS McCoy

Signature: Stalick Date: 10/28/25

PUBLIC COMMENTS (3 OF 3)

 **CARROLLTON**
TEXAS **PLANNING & ZONING APPEARANCE CARD**

Please complete this card and submit it to a city staff member prior to the beginning of the meeting.

Name MARSHALL REID Phone 713 703 4628 Date 11.6.25

Address 3735 GRAMERCY City HO Zip TX

Public Hearing Agenda Item # 6

☐ I wish to speak IN FAVOR of this item. ☐ I wish to speak IN OPPOSITION to this item.

☒ I do not wish to speak; however, please record my ☒ SUPPORT ☐ OPPOSITION.

Please identify the group or organization you represent, if any: _____

**Please read and comply with the
“Guidelines for Speaking at City Government Public Meetings.”**

PLANNING DEPARTMENT
CITY OF CARROLLTON
DATE: 12/02/2025

SPECIAL USE PERMIT NO. 413
DEVELOPMENT NAME: TRINITY
MILLS OR EXPANSION

ORDINANCE NUMBER _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AMENDING ITS COMPREHENSIVE ZONING ORDINANCE TO AMEND, RESTATE AND REPLACE SPECIAL USE PERMIT NUMBER 413 AND THEREBY REPEAL AND REPLACE ORDINANCE NUMBER 4137 IN ITS ENTIRETY TO REVISE PROVISIONS FOR SPECIAL USE PERMIT 413 TO PROVIDE FOR A GENERAL MEDICAL & SURGICAL HOSPITAL AND NURSING CARE FACILITY ON AN APPROXIMATELY 5.426-ACRE LOCATED AT 1401 EAST TRINITY MILLS ROAD; TO MODIFY CONCEPTUAL PLANS AND REVISE DEVELOPMENT STANDARDS TO ALLOW THE EXPANSION OF THE BUILDING FOOTPRINT; AMENDING THE OFFICIAL ZONING MAP; PROVIDING PENALTY, SEVERABILITY, REPEALER, AND SAVINGS CLAUSES; AND PROVIDING AN EFFECTIVE DATE ON AND AFTER ITS ADOPTION AND PUBLICATION.

WHEREAS, at a public hearing held on the Sixth day of November 2025, the Planning & Zoning Commission considered and made recommendations on a certain request for amending a Special Use Permit (Case No. PLSUP 2025-171); and

WHEREAS, this change of zoning is in accordance with the adopted Comprehensive Plan of the City of Carrollton, as amended; and

WHEREAS, the City Council conducted a public hearing on the Second day of December 2025, at which all persons were given an opportunity to present testimony; and

WHEREAS, the City Council has determined the following amendment to the zoning laws to allow the requested use is not detrimental to the surrounding property, and is consistent with the purpose of the zoning district in which the above-described property is located; and

WHEREAS, the City Council, after determining all legal requirements of notice and hearing have been met, has further determined the following amendment to the zoning laws would provide for and would be in the best interest of the health, safety, morals, and general welfare of the residents of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:

Section 1.

All of the above premises are found to be true and correct legislative and factual findings of the City Council, and they are hereby approved, ratified, and incorporated into the body of this Ordinance as if copied in their entirety.

Section 2.

Special Use Permit Number 413 is hereby established for a certain approximately 5.426-acre tract, located at 1401 E. Trinity Mills Road, which is described and generally depicted on Exhibit A, providing for the following:

I. Permitted Uses

General Medical and Surgical Hospital
and Nursing Care Facility

II. Special Development Standards

Development shall be in accordance with the following special conditions, restrictions, and regulations:

1. Development shall be in accordance with the conceptual site plan, conceptual landscape plan, and conceptual elevations attached hereto as Exhibits B, C, and D respectively, provided however that:
 - a. The nursing care facility shall be limited to 16 patients.
 - b. The previously approved MRI building expansion is removed from the conceptual plans and shall require an amendment to the SUP should a major change to the building be requested.
2. In the event there is any inconsistency between the text of this ordinance and any conceptual plan, the text of this ordinance shall control.

Section 3.

The Comprehensive Zoning Ordinance and the Official Map are hereby amended to reflect the action taken herein.

Section 4.

Any person violating a provision of this Ordinance, upon conviction, is guilty of an offense punishable as provided in Section 10.99 of the Carrollton City Code.

Section 5.

The provisions of this Ordinance are severable in accordance with Section 10.07 of the Carrollton City Code.

Section 6.

This Ordinance shall be cumulative of all provisions of ordinances of the City of Carrollton, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

Section 7.

Ordinance Number 1470, otherwise known as the Comprehensive Zoning Ordinance and the Official Zoning Map, as amended, shall remain in full force and effect.

Section 8.

This Ordinance shall become and be effective on and after its adoption and publication.

PASSED AND APPROVED this the Second day of December 2025.

CITY OF CARROLLTON

By: _____
Steve Babick, Mayor

ATTEST:

Chloe Sawatzky
City Secretary

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Meredith Ladd
City Attorney

Michael McCauley
Senior Planner

EXHIBIT A

LEGAL DESCRIPTION

Raiford Addition, Phase 2

Block A, Lot 3

GENERAL DEPICTION



EXHIBIT B

Conceptual Site Plan

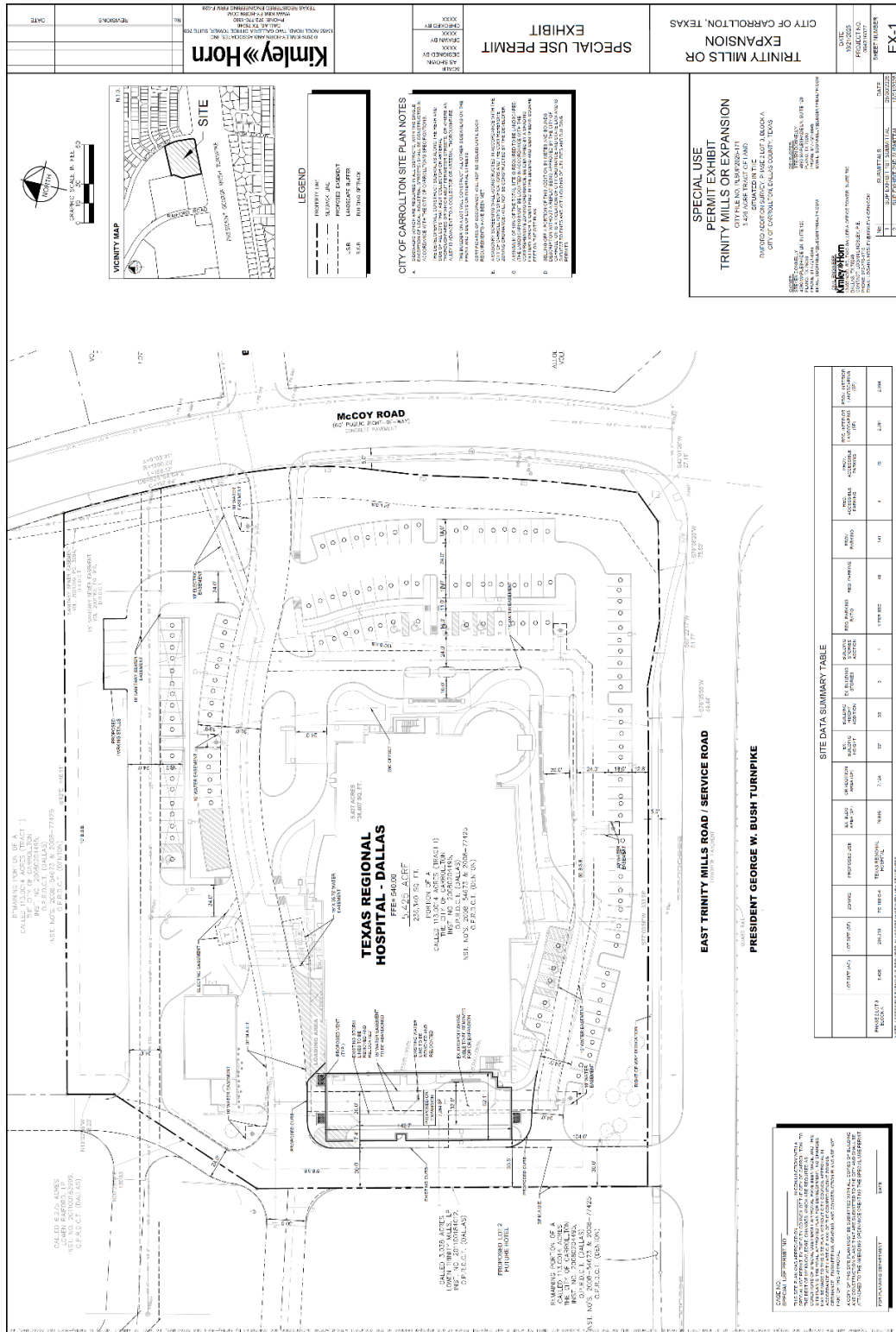


EXHIBIT C

Conceptual Landscape Plan

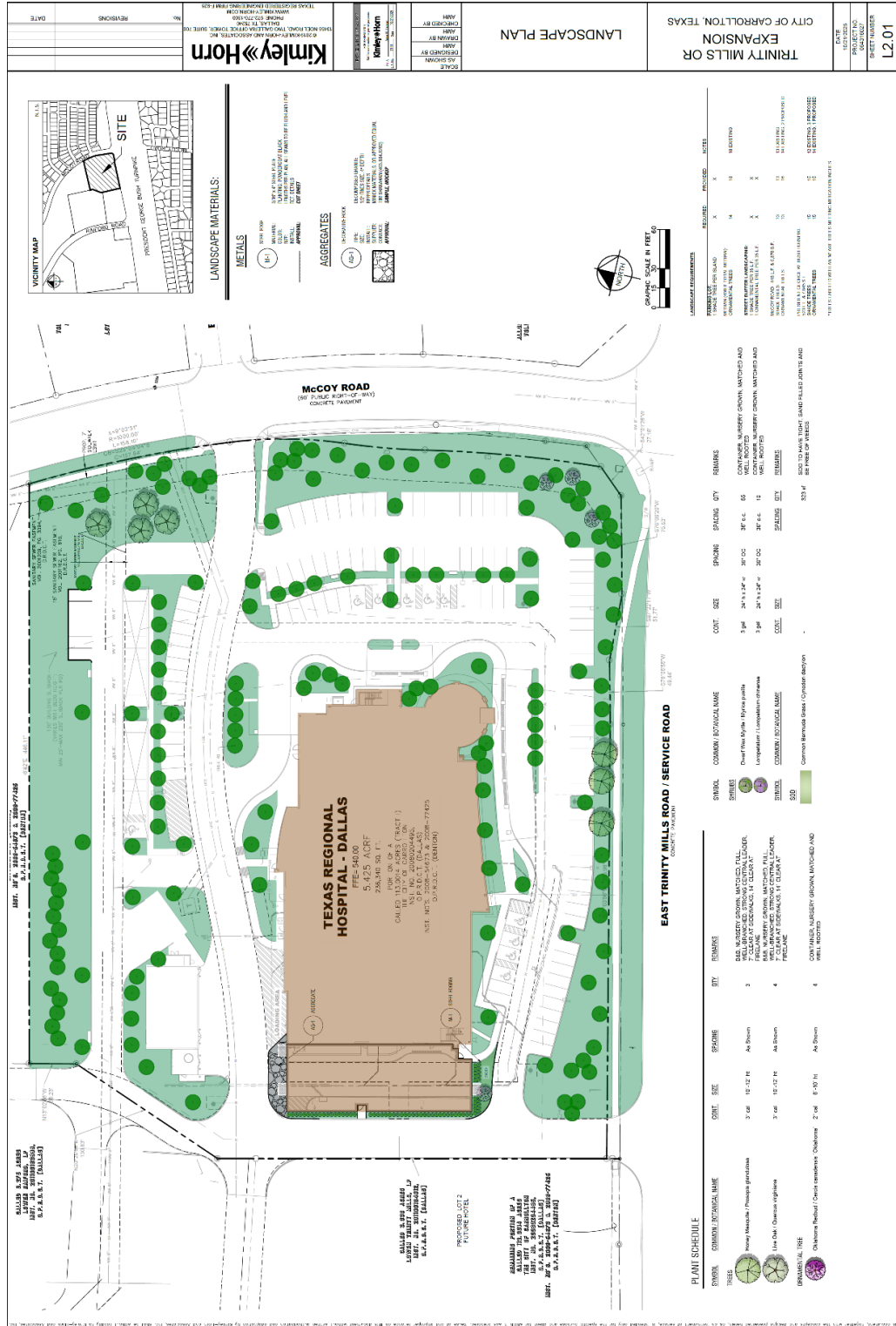


EXHIBIT D (1 of 3)
Conceptual Elevations

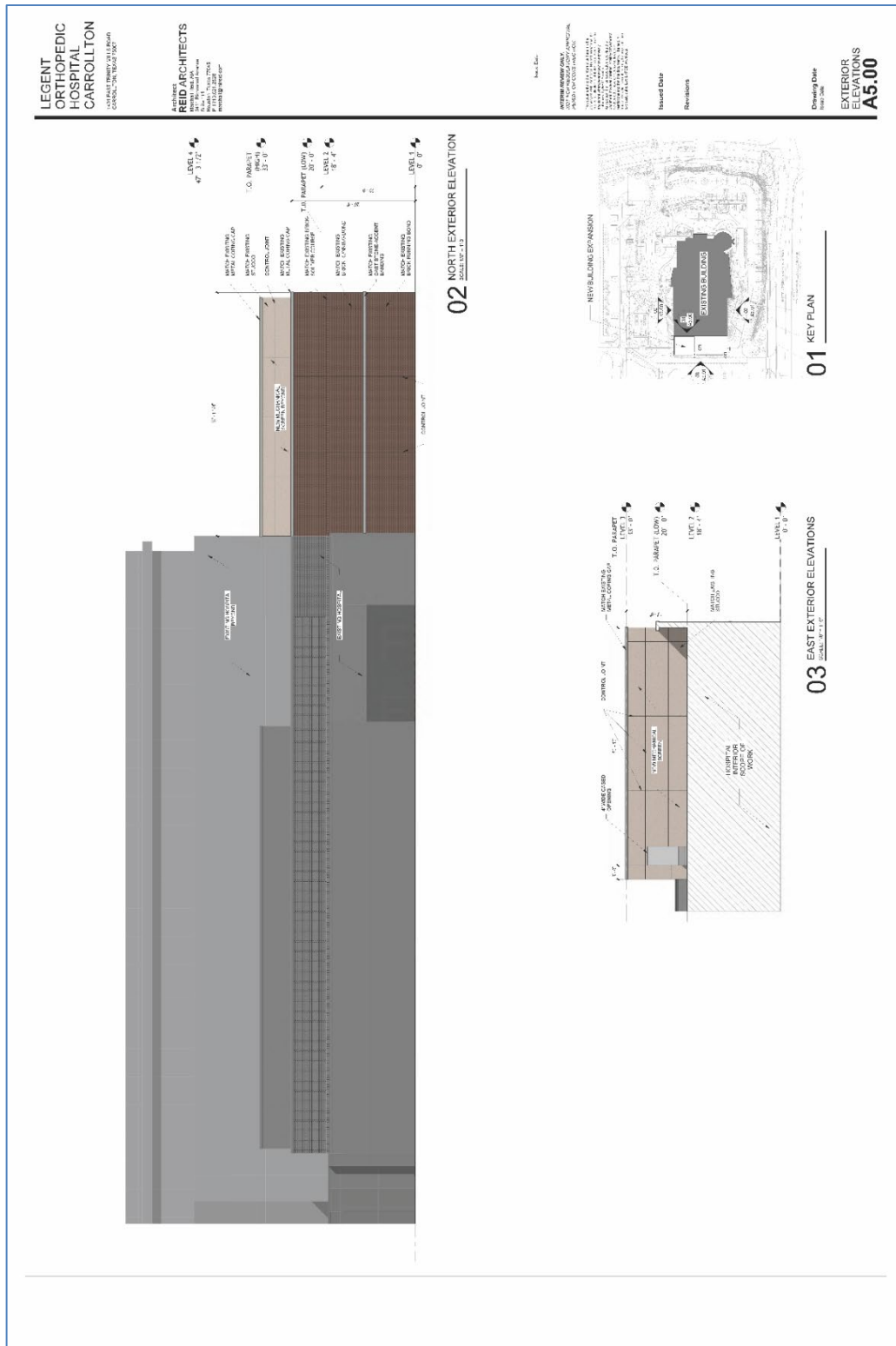
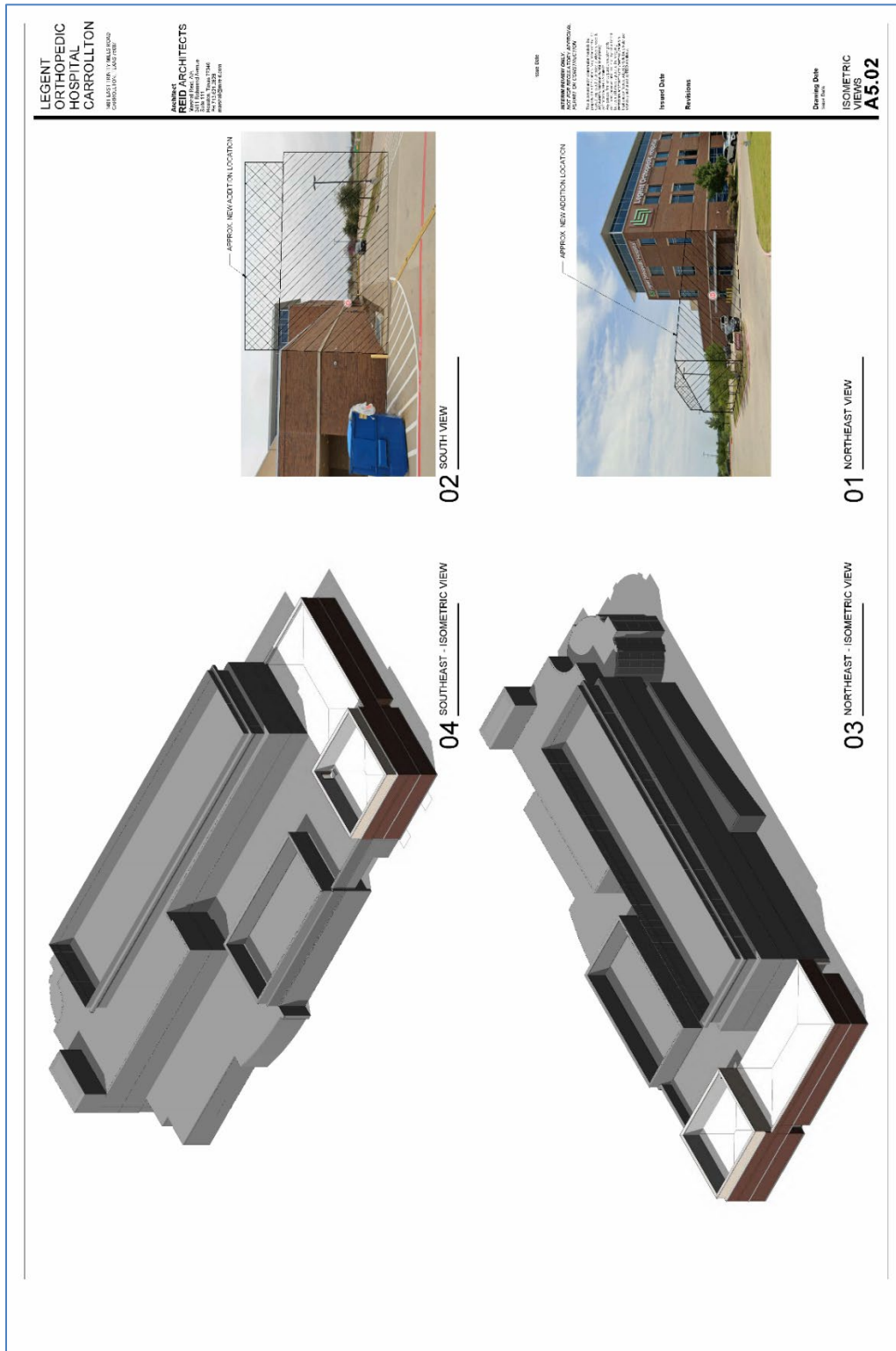




EXHIBIT D (3 of 3) Conceptual Elevations





City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7484

Agenda Date: 12/2/2025

Version: 1

Status: Public Hearing/Individual
Consideration

In Control: City Council

File Type: Public Hearing

Agenda Number: 26.

CC MEETING: December 2, 2025

DATE: November 19, 2025

TO: Erin Rinehart, City Manager

FROM: Loren Shapiro, AICP, Planning Manager
Shannon Hicks, Assistant City Manager

Hold A **Public Hearing To Consider An Ordinance Amending The Zoning To Establish A Special Use Permit To Allow An “Amusement Arcade (Excluding Adult Arcade)” Located At 4070 SH 121, Suite 312, And Zoned (PD 197) Planned Development For The (LR-2) Local Retail District; Amending The Official Zoning Map Accordingly.** Case No. PLSUP 2025-157
Claw Arcade.

BACKGROUND:

This is a request for approval of a Special Use Permit to allow an Amusement Arcade (excluding adult arcade) in Suite 312 of the shopping center addressed as 4070 SH 121.

The amusement arcade will consist of 50, single player only arcade machines. These are claw gaming machines (see attached photo for reference), offering prize redemption. Suite 312 is located within Building 3 of K-Towne Plaza and is approximately 2,160 square feet.

Two (2) public comments have been received in support of this request.

FINANCIAL IMPLICATIONS:

There are no financial implications on the current and future operating budgets regarding this request.

STAFF RECOMMENDATION/ACTION DESIRED:

On November 6, 2025, the Planning and Zoning Commission unanimously recommended **APPROVAL** with stipulations.

Staff is recommending **APPROVAL** with stipulations and adoption of the proposed ordinance.

RESULTS SHEET

Date: 12/02/25

Case No./Name: PLSUP 2025-157 Claw Arcade

A. STIPULATIONS AND RECOMMENDATIONS

Staff recommends **APPROVAL** with the following stipulations:

1. Permitted use: Amusement arcade (excluding adult arcade).
2. The number of gaming stations shall be limited to 50.
3. No simulated gambling devices shall be allowed.
4. Any windows located in perimeter walls of the establishment are prohibited from being obscured and shall be clear of any obstructions.
5. A label identifying compliance with state law must be clearly displayed on each gaming device located within the establishment.
6. The Certificate of Occupancy issued by the City showing approval to operate an arcade shall be clearly displayed in the establishment.
7. For establishments not approved for smoking, "No Smoking" signs shall be posted throughout the establishment such that no point in the establishment is more than 50 feet from the nearest sign. Such signs shall be in accordance with the requirements set forth in Section 93.04 of the Code of Ordinances.
8. The operation of the arcade shall be limited to the following days and hours:
 - a. Monday through Friday: 11:00 AM to 9:00 PM
 - b. Saturday: 11:00 AM to 11:00 PM
 - c. Sunday: 12:00 PM to 9:00 PM
9. The hours of operation shall be clearly posted at the entrance of the establishment.

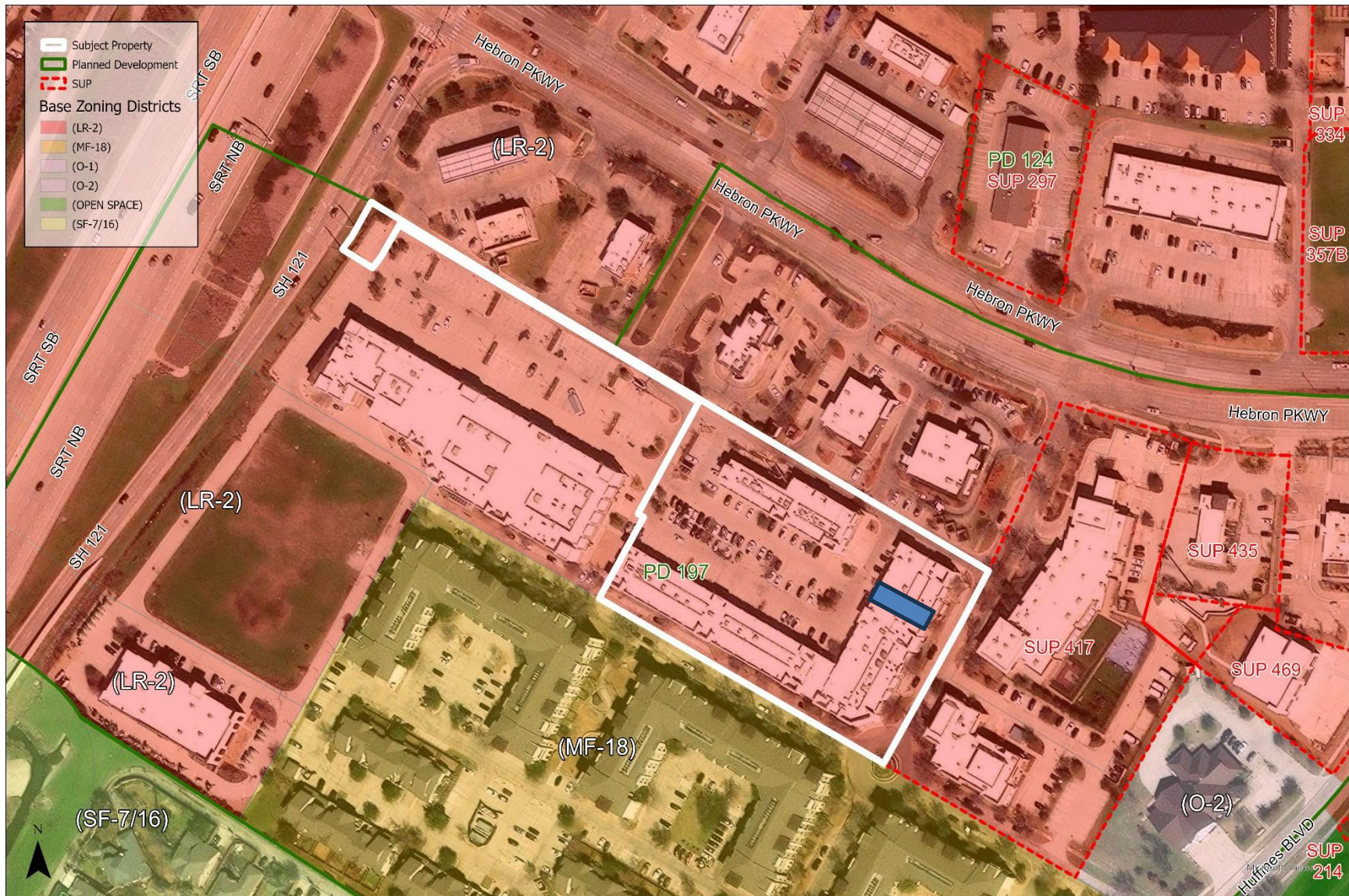
B. P&Z RECOMMENDATION from P&Z meeting: 11/06/25

Result: **APPROVED** w/ stipulations /Vote: 9-0

C. CC PUBLIC HEARING / ORDINANCE ACTION from CC meeting: 12/02/25

Result: /Vote:

ZONING LOCATOR MAP

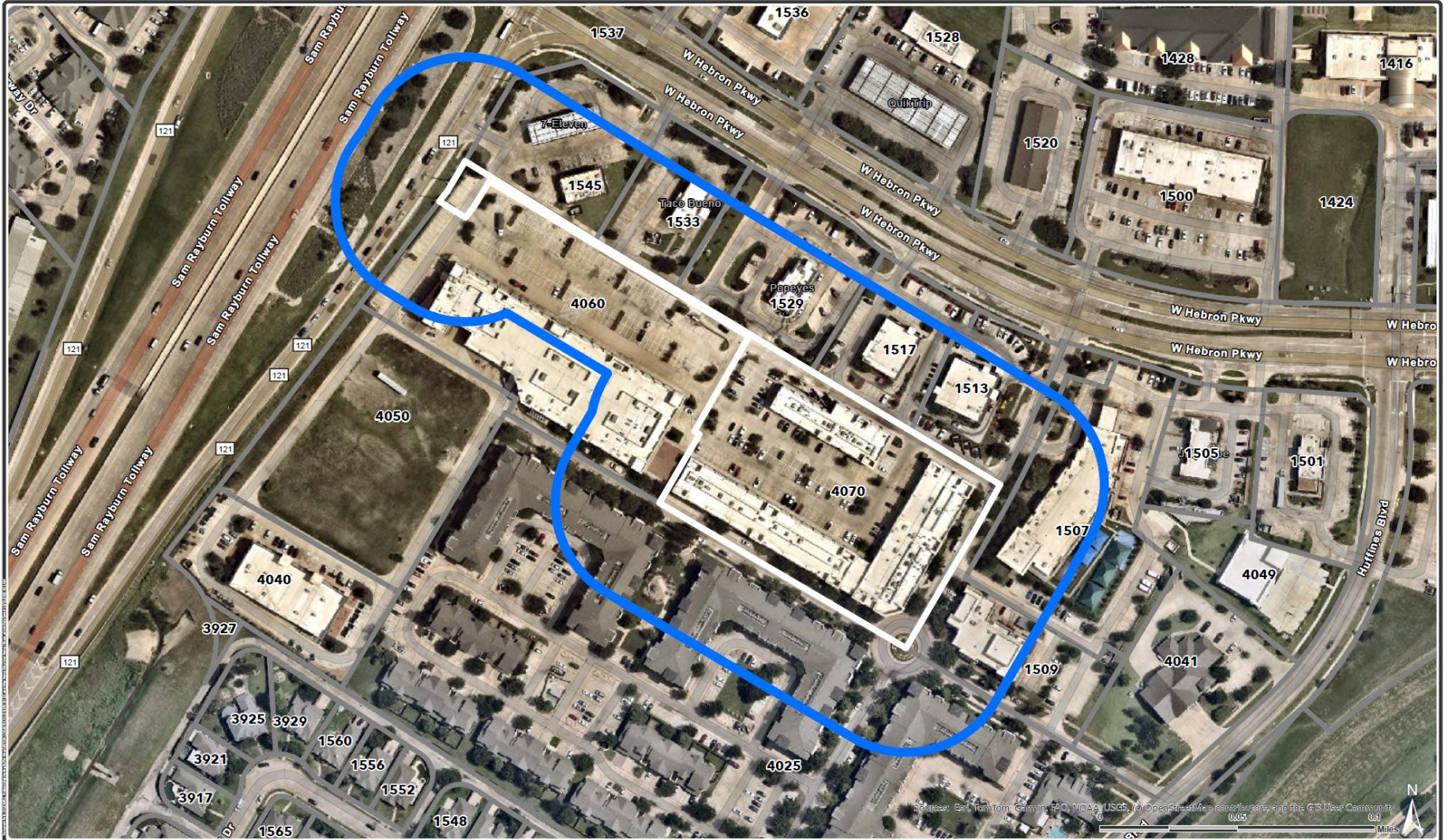


Suite 312

PUBLIC NOTICE BUFFER MAP

4070 SH 121, Suite 312

200 FT Buffer



APPLICANT'S NARRATIVE

Application Explanation and Description of Request or Project

Tiger Claw Arcade is a proposed entertainment destination designed to bring an engaging, family friendly experience to Carrollton, Tx. The project will be located at 4070 St. Hwy 121, within the K-Towne plaza, a vibrant retail & dining center that attracts consistent foot traffic from the surrounding community.

Tiger Claw Arcade will specialize in modern claw machines, redemption prize games & interactive attractions that appeal to both children and adults.

The arcade will occupy 2160 square feet within the shopping center and will have 50 claw machines.

The arcade will contribute positively to the community by offering an affordable family entertainment option that appeals across demographics. With Carrollton's strong family presence and diverse population, Tiger Claw Arcade will provide a safe environment for social interaction and recreation.

The business will also create 5 jobs and support surrounding retailers by attracting additional foot traffic. The staff will include 3 part-time associates and Richard and Shu Smart.

Tiger Claw Arcade will be open Monday - Friday from 11:00am to 9:00pm
Saturday 11:00am to 11:00pm and Sunday 12:00pm to 9:00pm

SPECIAL USE PERMIT

Case Coordinator: Shad Rhoten, AICP

GENERAL PROJECT INFORMATION

SITE ZONING: PD-197 for the (LR-2) Local Retail District

	<u>SURROUNDING ZONING</u>	<u>SURROUNDING LAND USES</u>
NORTH	PD-197 for the (LR-2) Local Retail District	Limited-Service Restaurants
SOUTH	PD-197 for the (MF-18) Multi-Family Residential District	Apartments
EAST	PD-197 for the (LR-2) Local Retail District with SUP-417 for Child Daycare Services	Retail/Office/Restaurant
WEST	PD-197 for the (LR-2) Local Retail District	Retail Shopping Center

REQUEST: Approve a Special Use Permit (SUP) to allow an Amusement Arcade in Suite 312 of the shopping center addressed as 4070 SH 121. The indoor arcade will feature 50 claw machines offering prize redemption.

PROPOSED USE: Amusement Arcade

ACRES/LOTS: 7.05-acres / 1 lot

LOCATION: 4070 SH 121, Suite 312

HISTORY: The requested SUP is for suite 312, which is approximately 2,160 square feet and located within a multi-tenant retail shopping center.

PD-197 was approved by City Council in 2015 to allow for a mix of residential and non-residential uses.

COMPREHENSIVE PLAN: Mixed Use – Mixed Use/Urban

TRANSPORTATION PLAN: State Highway 121/Sam Rayburn Tollway is designated as a (CAH) Controlled Access Highway and West Hebron Parkway is designated as a (A6D) Six Lane Divided Arterial.

OWNER: YSD LLC

REPRESENTED BY: Richard and Shu Smart

STAFF ANALYSIS

PROPOSAL/BACKGROUND

The applicant is requesting a Special Use Permit to allow an amusement arcade (excluding adult arcade) at 4070 SH 121, Suite 312.

ORDINANCE REQUIREMENTS

The property is zoned as (LR-2) Local Retail District under Planned Development (PD) 197. A Special Use Permit is required for an amusement arcade located in the (LR-2) Local Retail District in conformance with PD-197 and the CZO.

ELEMENTS TO CONSIDER

1. The purpose of the Special Use Permit is to authorize and regulate uses which may be beneficial in a specific instance to the general welfare of the community, yet ensure that such uses are not detrimental to surrounding properties and are consistent with the stated purpose of the zoning district in which such uses are located regarding conditions of operation, location, arrangement and construction.
2. The amusement arcade proposes a maximum 50 game stations.
3. Two public comments have been received in favor of the request.
4. The subject property's floor space is approximately 2,160 square feet, within a strip retail center.
5. Arcades can be used to create/enhance public spaces that encourage social interaction and community engagement.

CONCLUSION

Staff believes the amusement arcade should not adversely affect surrounding properties with staff's recommended stipulations.

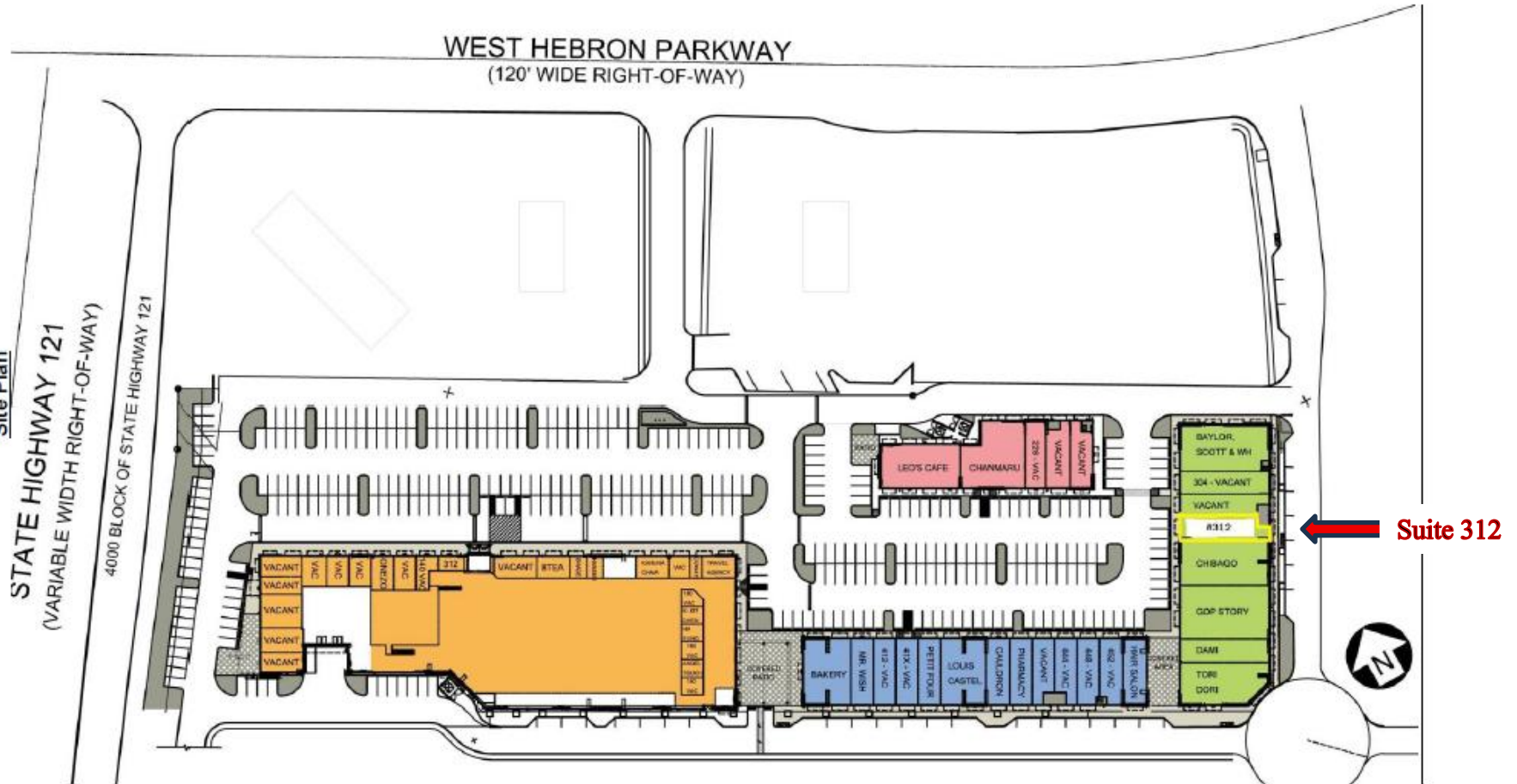
EXHIBIT A

Site Plan

STATE HIGHWAY 121
(VARIABLE WIDTH R/W)

4000 BLOCK OF STATE HIGHWAY 121

WEST HEBRON PARKWAY
(120' WIDE RIGHT-OF-WAY)



APPLICANT'S EXHIBIT - CONCEPTUAL FLOOR PLAN

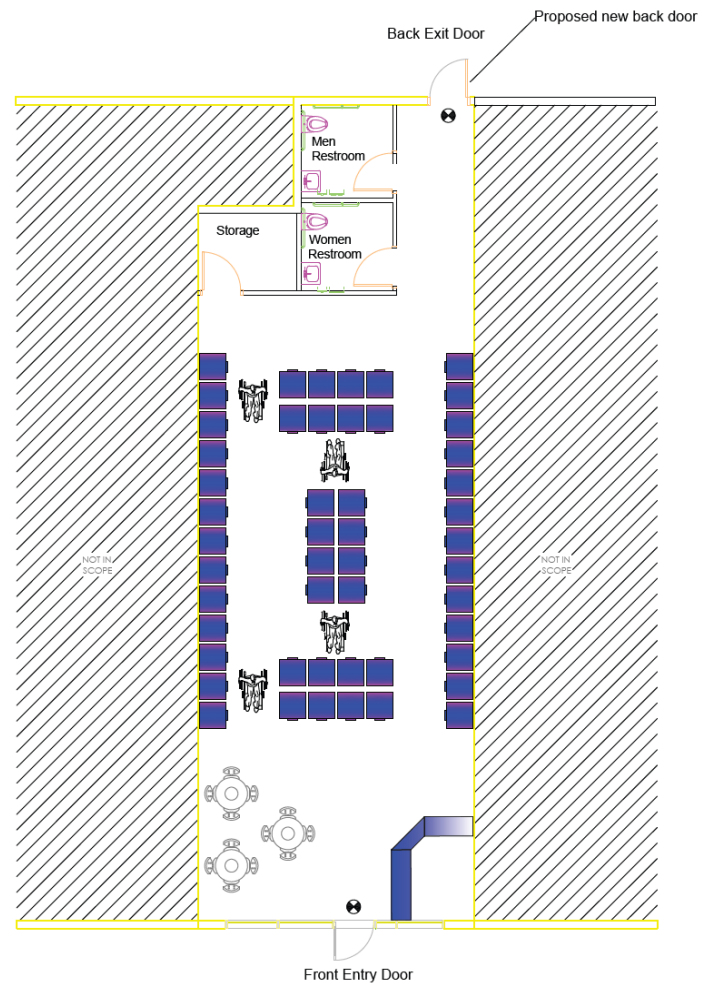
City File Number: PLSUP 2025-157

PROJECT DATA:

BUILDING IS SPRINKLERED
BUILDING STORY: 1 STORY
SQUARE FOOTAGE OF THE TENANT SPACE IS: 2160 sf

BETSON GAME DATA:

TOY CHEST 31 XL
TOTAL GAME STATION: 50
TOTAL PLAYERS: 50
TOTAL READERS: 50
DIMENSION: H74"/W31.5"/D31"
REQUIRED Amps/MACHINE: 5 Amps



APPLICANT'S EXHIBIT - GAMING DEVICE EXAMPLE



**Excerpt from Draft Minutes
Planning & Zoning Commission
Meeting of November 6, 2025**

A meeting of the City of Carrollton Planning & Zoning Commission was held on Thursday, October 2, 2025 at 6:30 p.m. in the Council Chambers at City Hall.

Commission Members Present:

Scott Windrow, Chair
Greg Kramer, Vice Chair
Kathleen Foster, 1st Vice Chair
Jim Doyle
Al Overholt
Dave Hermon
Rusty Pendleton
Terry Sullivan
Lou Sartor

Commission Members Absent:

None

Alternate:

Neil Anson

Staff Members Present:

Loren Shapiro, Planning Manager
Michael McCauley, Senior Planner
Emily Offer, Senior Planner
Lydia Tormos, Planning Technician
Cory Heiple, Director of Environmental Services
Shad Rhoten, Planner

Shannon Hicks, Asst. City Manager
Herb Cavanaugh, Fire Marshal
John Romberger, Transportation Engineer
Meredith Ladd, City Attorney
Joe Haefner, Asst. City Attorney
Edward Green, Plan Review Manager

Guests Present:

Mayor Steve Babick
Richard Fleming, Council Observer

5. Hold A Public Hearing To Consider An Ordinance **Amending The Zoning** To Establish A Special Use Permit To Allow An “Amusement Arcade (Excluding Adult Arcade)” Located At 4070 SH 121, Suite 312, And Zoned (PD 197) Planned Development For The (LR-2) Local Retail District; Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2025-157 Claw Arcade.** Case Coordinator: Shad Rhoten.

Shad Rhoten, Planner, presented this item. He provided a location/zoning map for the arcade special use permit request. He noted the location is in the Local Retail Zoning district. A site plan was provided. He advised that the business would have approximately 50 claw-type machines and provided an example photo. One public comment card was received in support of the request. Staff is recommending approval with stipulations.

With no questions from the Commission for staff, Chair Windrow asked if the applicant would like to speak.

Applicant Richard Smart, 4070 SH 121, Suite 312, provided an overview of his business model and said the arcade will be an environment for families, teens and young adults. Hours of operation will be 11 a.m. – 9 p.m., Monday through Friday; 11 a.m. – 11 p.m., Saturday; 12 p.m. – 9 p.m., Sunday. He said that there will be three to five employees on staff for each shift and security cameras will be in place. He advised there should be no issues regarding noise, traffic or parking.

Commissioner Doyle asked if the new back door on the plan is a public entry. Mr. Smart advised that it is a public entry. He stated there is an apartment building behind the center and some on-street parking.

Chair Windrow opened the public hearing. There were no speakers.

- * ***Commissioner Overholt moved to close the public hearing and approve Case No. PLSUP 2025-157 Claw Arcade with staff stipulations; second by Commissioner Hermon. The motion was approved with a vote of 9-0.***

PUBLIC COMMENTS

Name: YSP, LLC
Address: 14827 Bellbrook Dr.
City, ST, ZIP: Dallas, TX 75254

For your opinion of opposition or support on the proposed change to be considered by the Planning & Zoning Commission or City Council, you must **completely** fill out this form, sign and date it and return it before end of business day one day prior to the public hearing.

I hereby register my: ☒ Support ☐ Opposition

To Case No./Name: PLSUP 2025-157 Claw Arcade
Comments: It Brings more shoppers.

Signature: [Signature] Date: 10/28/25

Received
NOV 03 2025
Planning
City of Carrollton

Name: CCLCTX LLC Curtis Cowan
Address: 8577 Rd 29.4 Loop
City, ST, ZIP: Cortez, CO 81321

For your opinion of opposition or support on the proposed change to be considered by the Planning & Zoning Commission or City Council, you must **completely** fill out this form, sign and date it and return it before end of business day one day prior to the public hearing.

I hereby register my: ☒ Support ☐ Opposition

To Case No./Name: PLSUP 2025-157 Claw Arcade
Comments: _____

Signature: [Signature] Date: 11/1/25

Received
NOV 10 2025
Planning
City of Carrollton

PLANNING DEPARTMENT
CITY OF CARROLLTON
DATE: 12/02/2025

SPECIAL USE PERMIT NO. 525
DEVELOPMENT NAME: CLAW ARCADE

ORDINANCE NUMBER _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AMENDING ITS COMPREHENSIVE ZONING ORDINANCE BY ESTABLISHING SPECIAL USE PERMIT NUMBER 525 PROVIDING FOR AN AMUSEMENT ARCADE (EXCLUDING ADULT ARCADES) IN AN APPROXIMATELY 2,160 SQUARE-FOOT SPACE ZONED PLANNED DEVELOPMENT 197 FOR THE (LR-2) LOCAL RETAIL DISTRICT AND LOCATED AT 4070 STATE HIGHWAY 121, SUITE 312; AMENDING THE OFFICIAL ZONING MAP; PROVIDING PENALTY, SEVERABILITY, REPEALER, AND SAVINGS CLAUSES; AND PROVIDING AN EFFECTIVE DATE ON AND AFTER ITS ADOPTION AND PUBLICATION.

WHEREAS, at a public hearing held on the Sixth day of November 2025, the Planning & Zoning Commission considered and made recommendation on a certain request for establishing a Special Use Permit (Case No. PLSUP 2025-157); and

WHEREAS, this change of zoning is in accordance with the adopted Comprehensive Plan of the City of Carrollton, as amended; and

WHEREAS, the City Council conducted a public hearing on the Second day of December 2025, at which all persons were given an opportunity to present testimony; and

WHEREAS, the City Council has determined the following amendment to the zoning laws to allow the requested use is not detrimental to the surrounding property, and is consistent with the purpose of the zoning district in which the above-described property is located; and

WHEREAS, the City Council, after determining all legal requirements of notice and hearing have been met, has further determined the following amendment to the zoning laws would provide for and would be in the best interest of the health, safety, morals, and general welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:

Section 1.

All of the above premises are found to be true and correct legislative and factual findings of the City Council, and they are hereby approved, ratified, and incorporated into the body of this Ordinance as if copied in their entirety.

Section 2.

Special Use Permit Number 525 is hereby established for a certain approximately 2,160 square-foot space, located at 4070 State Highway 121, Suite 312, and being more generally depicted on Exhibit A, providing for the following:

I. Permitted Use

Amusement Arcade (excluding Adult Arcade)

II. Special Development Standards

Development shall be in accordance with the following special conditions, restrictions, and regulations:

1. The number of gaming stations shall be limited to 50.
2. No simulated gambling devices shall be allowed.
3. Any windows located in perimeter walls of the establishment are prohibited from being obscured and shall be clear of any obstructions.
4. A label identifying compliance with state law must be clearly displayed on each gaming device located within the establishment.
5. The Certificate of Occupancy issued by the City showing approval to operate an arcade shall be clearly displayed in the establishment.
6. For establishments not approved for smoking, “No Smoking” signs shall be posted throughout the establishment such that no point in the establishment is more than 50 feet from the nearest sign. Such signs shall be in accordance with the requirements set forth in Section 93.04 of the Code of Ordinances.
7. The operation of the arcade shall be limited to the following days and hours:
 - a. Monday through Friday: 11:00 AM to 9:00 PM
 - b. Saturday: 11:00 AM to 11:00 PM
 - c. Sunday: 12:00 PM to 9:00 PM
8. The hours of operation shall be clearly posted at the entrance of the establishment.

Section 3.

The Comprehensive Zoning Ordinance and the Official Map are hereby amended to reflect the action taken herein.

Section 4.

Any person violating a provision of this Ordinance, upon conviction, is guilty of an offense punishable as provided in Section 10.99 of the Carrollton City Code.

Section 5.

The provisions of this Ordinance are severable in accordance with Section 10.07 of the Carrollton City Code.

Section 6.

This Ordinance shall be cumulative of all provisions of ordinances of the City of Carrollton, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

Section 7.

Ordinance Number 1470, otherwise known as the Comprehensive Zoning Ordinance and the Official Zoning Map, as amended, shall remain in full force and effect.

Section 8.

This Ordinance shall become and be effective on and after its adoption and publication.

PASSED AND APPROVED this the Second day of December 2025.

CITY OF CARROLLTON

By: _____
Steve Babick, Mayor

ATTEST:

Chloe Sawatzky
City Secretary

APPROVED AS TO FORM:

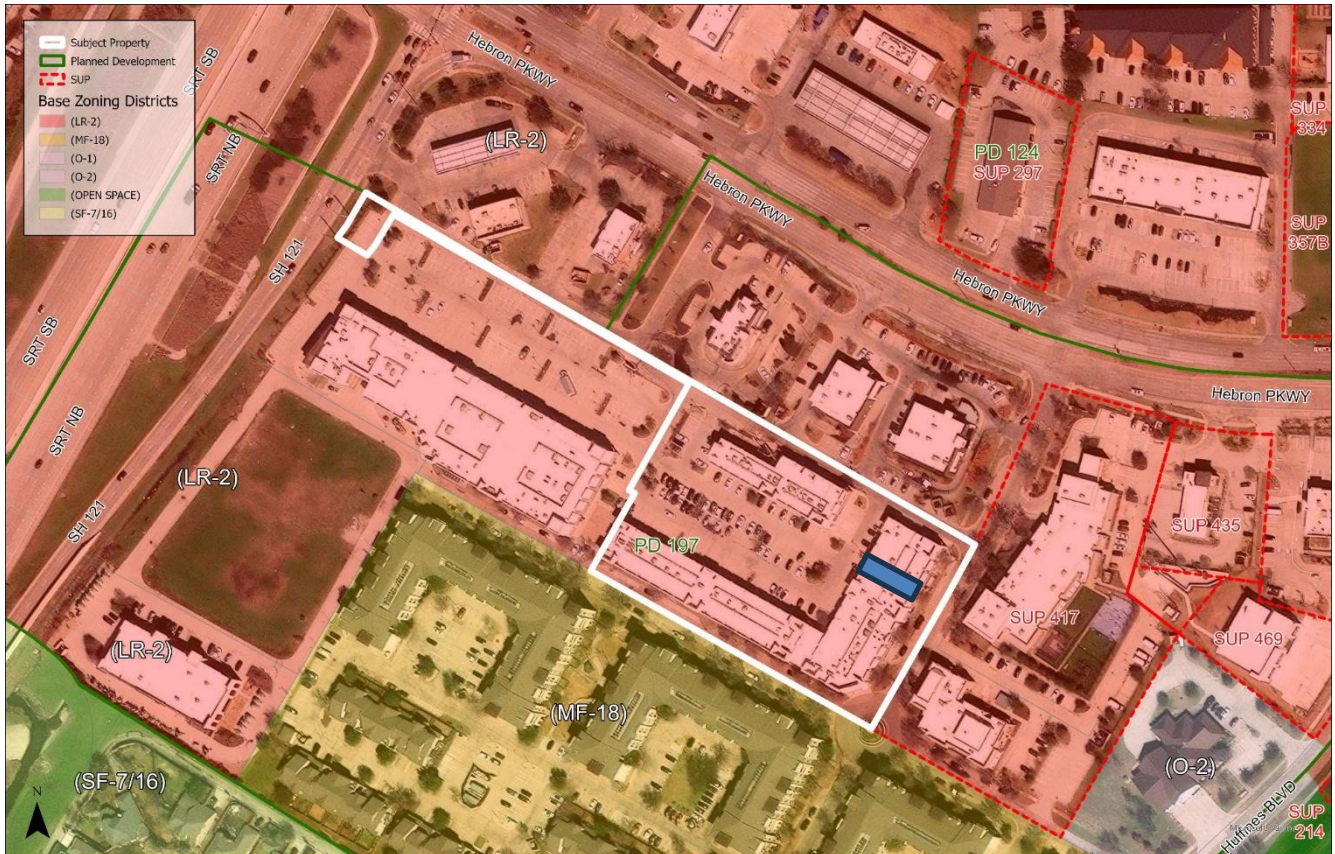
Meredith Ladd
City Attorney

APPROVED AS TO CONTENT:

Shad Rhoten, AICP
Planner

Exhibit A

Zoning Locator Map



 Suite 312



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7485

Agenda Date: 12/2/2025

Version: 1

Status: Public Hearing/Individual
Consideration

In Control: City Council

File Type: Public Hearing

Agenda Number: 27.

CC MEETING: December 2, 2025

DATE: November 19, 2025

TO: Erin Rinehart, City Manager

FROM: Loren Shapiro, AICP, Planning Manager
Shannon Hicks, Assistant City Manager

Hold A Public Hearing To Consider An Ordinance Amending The Zoning On An Approximately 14.32 Acre Tract Zoned PD-148 For The (HC) Heavy Commercial District And Generally Located On The Southeast Corner Of East Hebron Parkway And Marsh Lane To Repeal and Replace Ordinance No. 3911, Reestablishing Planned Development 148; To Change The Base Zoning On A Portion Of Said Tract From (HC) Heavy Commercial District To (MF-18) Multifamily Residential District, To Add Development Standards, And To Add Conceptual Plans; Amending The Official Zoning Map Accordingly. Case No. PLZ 2025-133 IBP 9.

BACKGROUND:

The subject property is currently undeveloped and zoned PD-148 for the (HC) Heavy Commercial District. The applicant requests rezoning the entire 14-acre parcel, repealing, replacing, and reestablishing Planned Development (PD) 148, changing a portion of the base zoning to (MF-18) Multifamily Residential, and to provide concept plans, and create development standards.

A traffic impact analysis was submitted, reviewed, and approved by the City's Transportation Engineering Division.

Public comments were received.

FINANCIAL IMPLICATIONS:

There are no financial implications on the current and future operating budgets regarding this request.

STAFF RECOMMENDATION/ACTION DESIRED:

On November 6, 2025, the Planning and Zoning Commission recommended approval of the request

with stipulations.

Staff recommends **APPROVAL** with stipulations and adoption of the proposed ordinance attached.

RESULTS SHEET

Date: 12/02/25

Case No./Name: PLZ 2025-133 IBP 9

A. STIPULATIONS AND RECOMMENDATIONS

Staff recommends **APPROVAL** to repeal and replace Ordinance No. 3911, reestablishing Planned Development 148; to change the base zoning on a portion of said tract (14.32-acres) from (HC) Heavy Commercial District to (MF-18) Multifamily Residential District; to add development standards, and to add conceptual plans.

Tracts 1, 2, and 3, as originally designated under PD-148, Ordinance No. 3911, are proposed to be renumbered as Tracts 3, 4, and 5. Two new tracts are also proposed and will be designated as Tracts 1 and 2, see “Tract Designation Map”. The Special Development Standards applicable to the original Tracts 1, 2, and 3 will remain unchanged and will be incorporated into the proposed reestablishment of PD-148.

For the purpose of this case report, when Tracts 1 and 2 are referenced, understand that the report refers to the proposed Tracts 1 and 2 as outlined in the attached “Tract Designation Map”, unless otherwise mentioned.

PERMITTED USES:

Tracts 1, 3, and 4

Permitted uses shall be all principal and accessory uses which are allowed by right in the (HC) Heavy Commercial District, in accordance with Article V. of the Comprehensive Zoning Ordinance, as amended, and shall be developed in accordance with all applicable regulations of the (Heavy Commercial) Heavy Commercial District and the Comprehensive Zoning Ordinance, as amended.

A Special Use Permit shall be required for all uses otherwise requiring a Special Use Permit in the (HC) Heavy Commercial District, in accordance with Article V. of the Comprehensive Zoning Ordinance, as amended. Such Special Use Permit(s) shall be subject to the conditions established in Articles XXI. and XXXI. of the Comprehensive Zoning Ordinance, as amended, and shall be developed in accordance with all applicable regulations.

Tracts 2 and 5

Permitted uses shall be all principal and accessory uses which are allowed by right in the (MF-18) Multifamily Residential District, in accordance with Article V. of the Comprehensive Zoning Ordinance, as amended, and shall be developed in accordance with all applicable regulations of the (MF-18) Multifamily Residential District and the Comprehensive Zoning Ordinance, as amended.

A Special Use Permit shall be required for all uses otherwise requiring a Special Use Permit in the (MF-18) Multifamily Residential District, in accordance with Article V. of the Comprehensive Zoning Ordinance, as amended. Such Special Use Permit(s) shall be subject to the conditions established in Articles XXI. and XXXI. of the Comprehensive Zoning Ordinance, as amended, and shall be developed in accordance with all applicable regulations.

SPECIAL DEVELOPMENT STANDARDS:

Tracts 1 and 2:

1. Development shall be in accordance with the Conceptual Site Plan, as shown on Exhibit A, Conceptual Landscape Plan, as shown on Exhibit B, Conceptual Building Elevations, as shown on Exhibit C, and Conceptual Landscape Elevations, as shown on Exhibit D.
2. Enhanced pavers shall be provided at driving aisle intersections and at crosswalks, as shown on the conceptual plans.
3. All waste receptacles shall be adequately located to ensure maneuverability of servicing, per the General Design Guidelines. All waste receptacles, including toters, shall be screened from streets.
4. Carports, as defined by the Comprehensive Zoning Ordinance (CZO), shall be prohibited.
5. Trash Receptacles are permitted between the building and the street, in accordance with the attached conceptual plans.
6. If any of the tree species specified by the Conceptual Landscape Plan, as shown on Exhibit B, are determined to be unavailable, unsuitable for site conditions, or otherwise infeasible at the time of installation, substitutions may be permitted provided that the replacement species meet the intent of the PD with respect to aesthetic character, form, and environmental performance. Any proposed substitution shall be subject to review and approval by the City Manager or their designee prior to installation.

Tract 1:

1. The pond located north of Building 1, as identified on Exhibit A, shall be a retention pond including a water feature.

Tract 2:

1. Setbacks:

- a. Minimum depth of the front setback along Marsh Lane shall be 20 feet.
2. Building height shall be limited to a maximum of 60 feet.
3. Density shall be limited to a maximum of 44 units per acre.
4. Number of dwelling units shall be limited to a maximum of 406 multifamily units.
5. The minimum clearance for the fire lane and mutual access easement through the parking garage shall be 14 feet in height or as required by the Fire Marshal.
6. The following multifamily amenities shall be provided:
 - a. Pool courtyards with seating and grilling areas
 - b. Lounge entry lobby with mail
 - c. Club room
 - d. Fitness center
7. Nellie R. Stevens or evergreen equivalent trees shall be provided along the entire southern border of the site where trees are proposed in accordance with Exhibit B.
8. A continuous 6–8-foot-tall hedge shall be installed along the southernmost boundary of the site, running east–west and located south of the Buildings 3 and 4, as designated by Exhibits A and B.

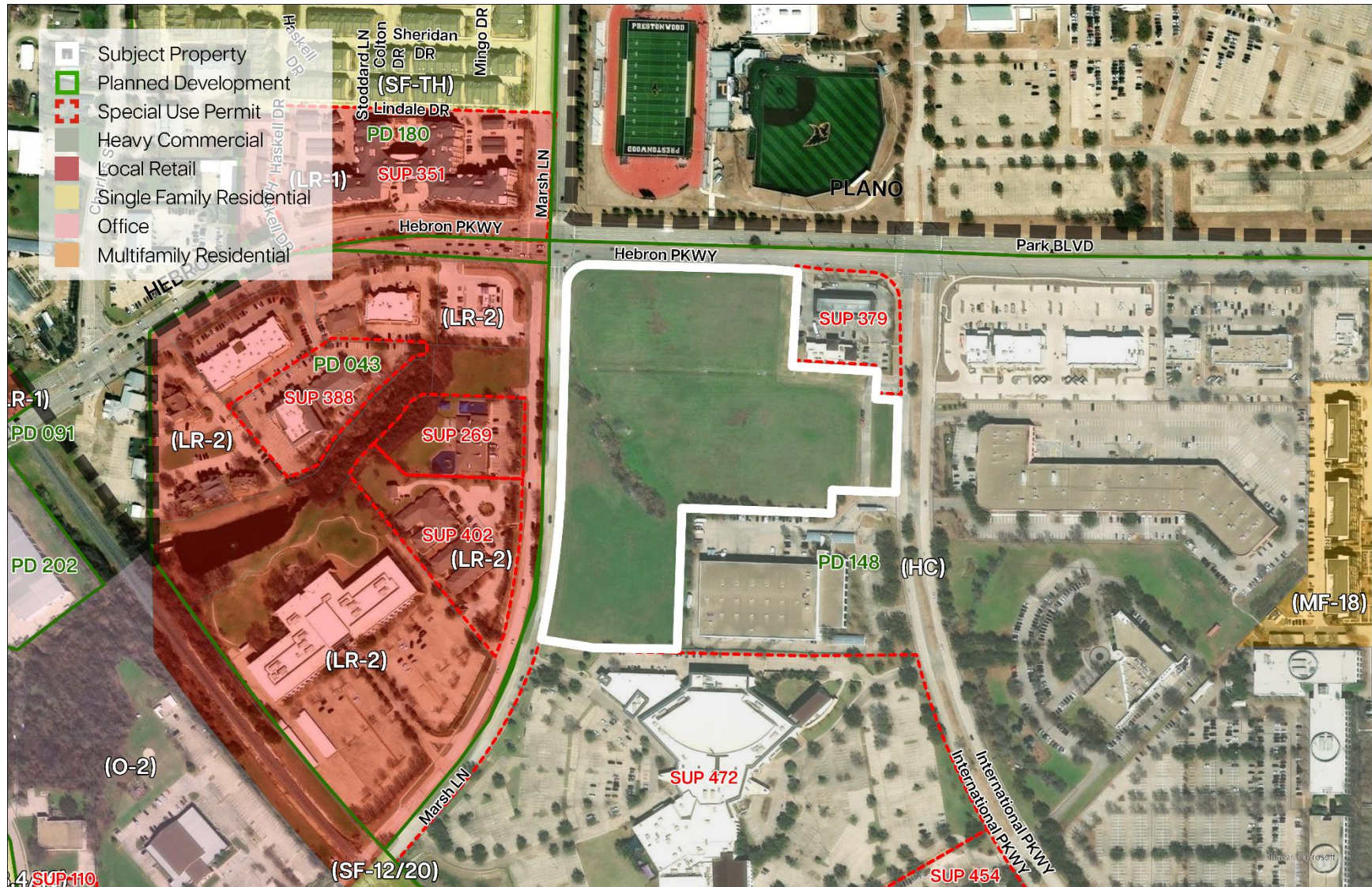
B. P&Z ACTION from P&Z meeting: 11/06/25:

Result: **APPROVED** /Vote: **7-2 (Doyle and Kramer Opposed)**

C. CC PUBLIC HEARING / ORDINANCE ACTION from CC meeting: 12/02/25:

Result: /Vote:

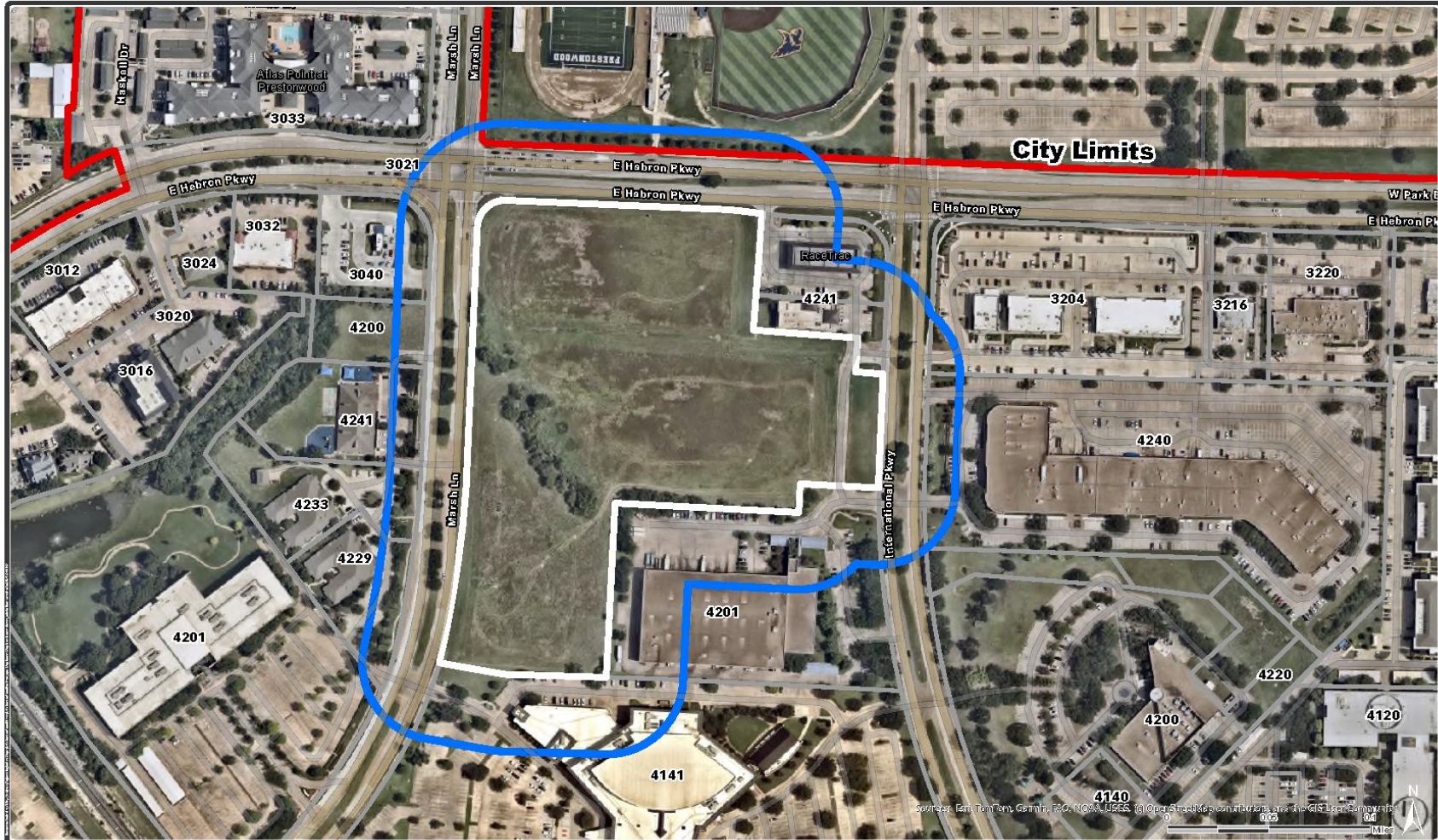
ZONING LOCATOR MAP



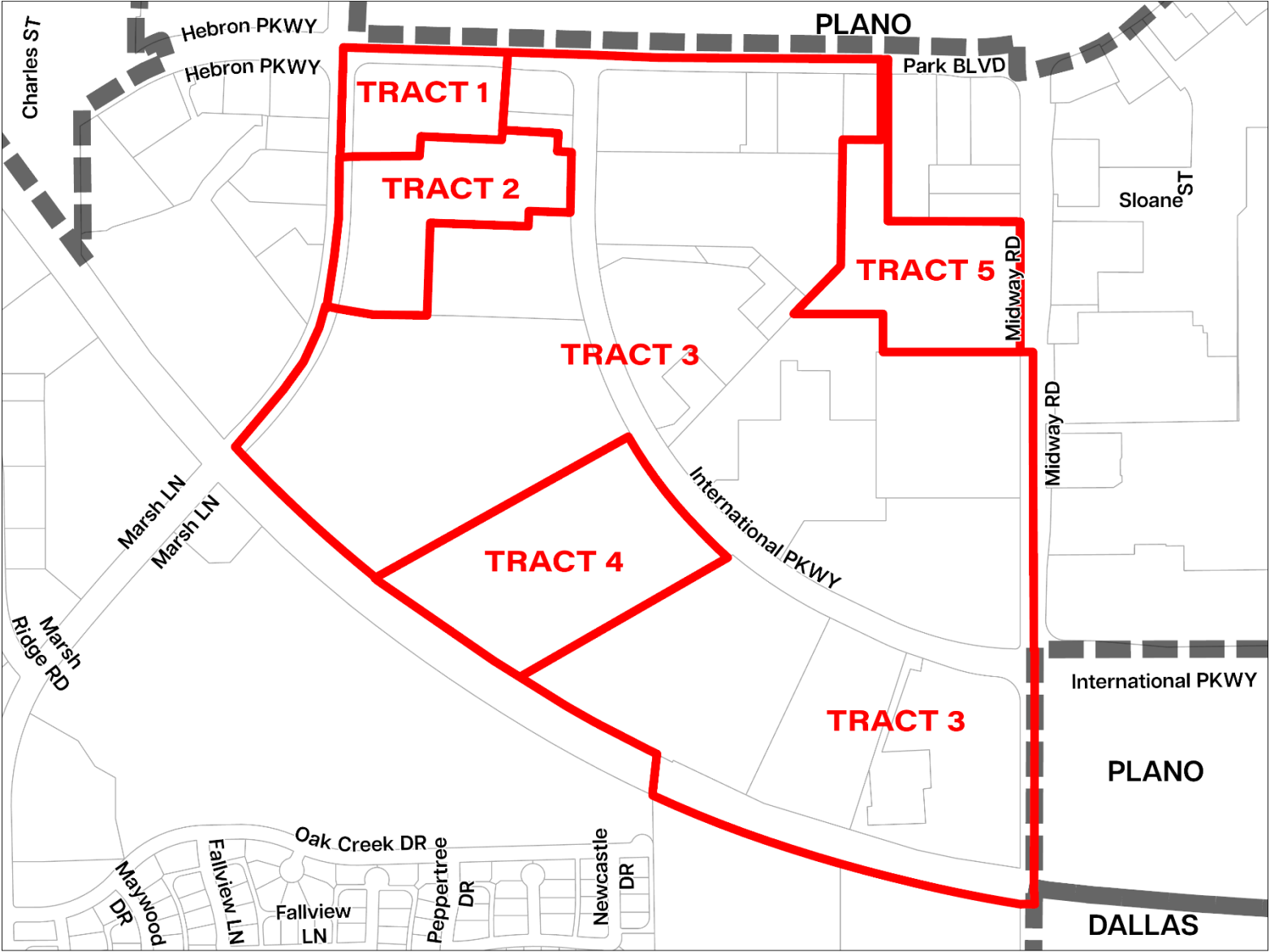
200 FOOT NOTIFICATION MAP

4241 International Parkway

200 FT Buffer



TRACT DESIGNATION MAP



APPLICANT'S NARRATIVE

Horizontal mixed-use development with Retail and Market rate apartments. The proposed development will have approximately 25,406 s.f. of retail and also 406 apartments over two 4-story wrap buildings and two 3-story town home style unit buildings.

ZONING

Case Coordinator: Emily Offer

GENERAL PROJECT INFORMATION

SITE ZONING: PD-148 for the (HC) Heavy Commercial District

	<u>SURROUNDING ZONING</u>	<u>SURROUNDING LAND USES</u>
NORTH	City of Plano	Private School/ Place of Worship
SOUTH	PD-148 for (HC) Heavy Commercial	Office and Warehouse/ Place of Worship
EAST	PD-148 for (HC) Heavy Commercial	Gas Station/ Retail
WEST	PD-043 for (LR-2) Local Retail	Retail/ Restaurant/ Medical Office
REQUEST:	Amend a Planned Development to allow retail, restaurant, and multi-family residential mixed-use	
PROPOSED USE:	Multifamily Residential and Retail/ Restaurant	
ACRES/LOTS:	14-acres	
LOCATION:	4241 International Parkway	
HISTORY:	This property is currently undeveloped and vacant. PD-148, originally established by Ordinance 2265 in May 1997, was repealed and replaced by Ordinance 3911 in May 2019.	
COMPREHENSIVE PLAN:	Commercial – High Intensity	
TRANSPORTATION PLAN:	East Hebron Road is classified as an (AD6) Arterial 6-lane divided roadway. Marsh Lane is classified as an (AD6) Arterial 6-lane divided roadway.	
OWNER:	Lucio Pena/ Billingsly Company	
REPRESENTED BY:	Jeancarlo Saenz/ HLR Architects	

STAFF ANALYSIS

PROPOSAL:

The applicant is requesting to repeal and replace Ordinance No. 3911, reestablishing Planned Development 148 (which totals 183.5-acres). Specifically, the request proposes to change the base zoning, on a portion of PD-148 (14.32-acres), located on the southeast corner of Hebron Parkway and Marsh Lane, from (HC) Heavy Commercial District to (MF-18) Multifamily Residential District, to add development standards, and to add conceptual plans.

Tracts 1, 2, and 3, as originally designated under PD-148, Ordinance No. 3911, are proposed to be renumbered as Tracts 3, 4, and 5. Two new tracts are also proposed and will be designated as Tracts 1 and 2, see “Tract Designation Map”. The Special Development Standards applicable to the original tracts (now designated Tracts 3, 4, and 5) will remain unchanged and will be incorporated into the proposed reestablishment of PD-148.

For the purpose of this case report, when Tracts 1 and 2 are referenced, understand that the report refers to the proposed Tracts 1 and 2 as outlined in the attached “Tract Designation Map”, unless otherwise mentioned.

CURRENT REGULATIONS

1. The subject property (Tracts 1 and 2 - 14.32-acres) are zoned (HC) Heavy Commercial District. The (HC) Heavy Commercial District allows primarily commercial, office, and retail uses and prohibits multifamily residential.
2. The (MF-18) Multifamily Residential District limits setback minimums to 25 feet from arterial streets and 20 feet from internal property lines. Building height is limited to 2-stories and 25-feet.
3. The Comprehensive Zoning Ordinance (CZO) requires a maximum density of 18 units per acre and maximum height of two stories, for properties zoned (MF-18) Multifamily Residential District.
4. The minimum front setback from arterial street right-of-way is 25-feet on properties zoned (MF-18) Multifamily Residential and 50-feet for properties zoned (HC) Heavy Commercial District.

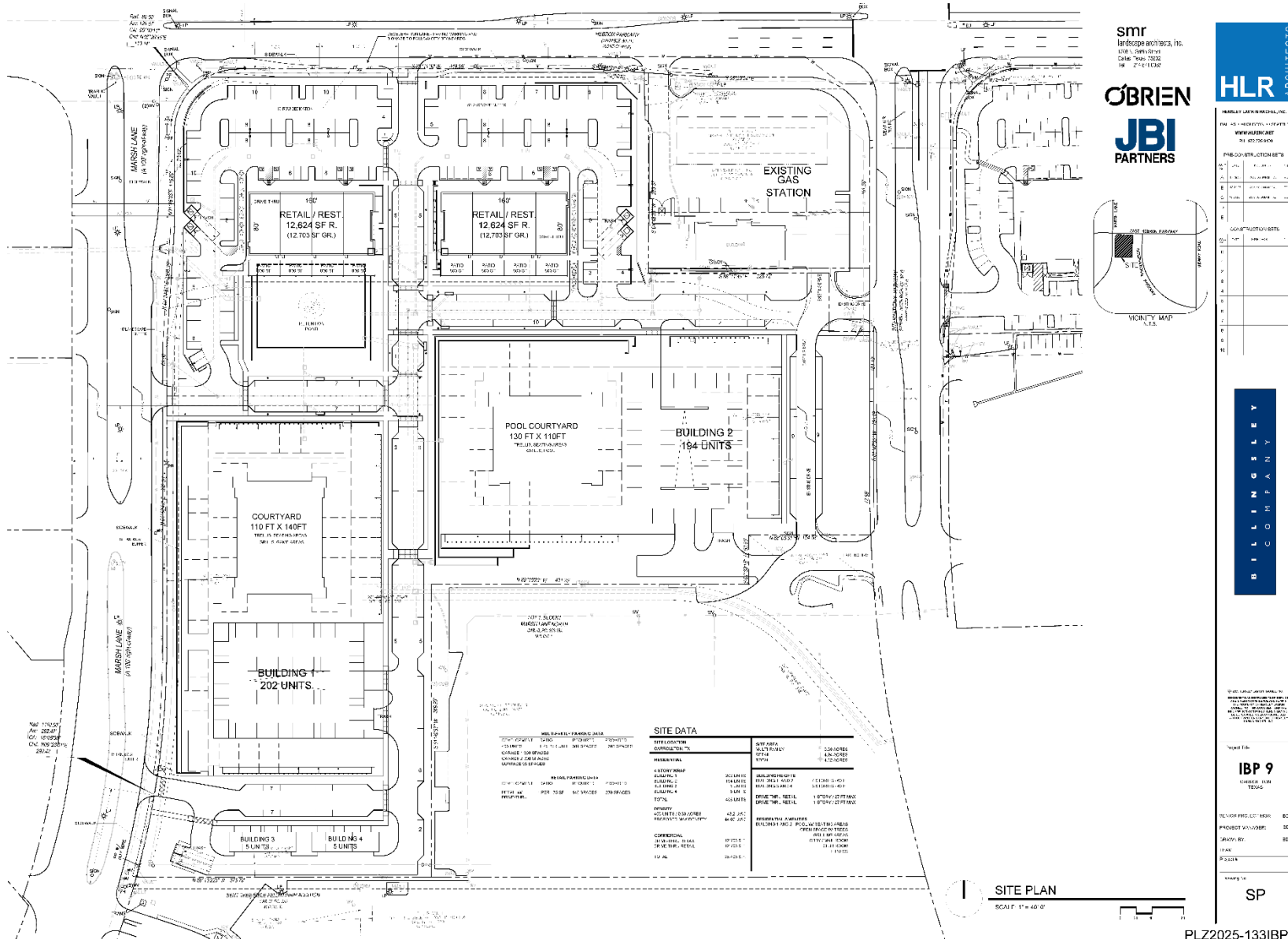
ELEMENTS TO CONSIDER

1. Tracts 1 and 2 are vacant and are zoned PD-148 for the (HC) Heavy Commercial District and located on the southeast corner of Hebron Parkway and Marsh Lane.
2. The rezoning request reestablishes PD-148 and creates a master plan for Tracts 1 and 2.
 - a. Tract 1 – Heavy Commercial (≈5-acres)
 - i. The remaining tract along Hebron Parkway will be developed with two shell retail buildings, both being approximately 12,703 square feet in size totaling to 25,406 square feet of newly establish retail space.
 - b. Tract 2 – Multifamily Residential (≈9-acres)
 - i. Proposes two 4-story high-density multifamily buildings, each with an integrated parking garage and courtyard per building, containing a total of 396 units.
 - ii. Two additional townhome-style and low-density multifamily buildings are being proposed, resulting in an additional 10 units.
 - iii. A minimum amount of amenities shall be provided.
 - c. The planned development provides regulations for the urban community.
 - i. Regulations provide setbacks for the multifamily and retail buildings.
 - ii. Multifamily building height will be up to 60-feet or 4-stories maximum with densities increased from the standard 18 units per acre to 44 units per acre.
3. Surrounding tracts along Hebron Parkway have developed as apartments, retail and restaurants with drive-throughs, offices, gas station, and places of worship.
4. The entirety of PD-148, including all 5 tracts, is approximately 186-acres.
5. A traffic impact analysis (TIA) was completed and approved.
6. Engineering reviewed the TIA for the IBP9 case. The surrounding arterials of Hebron Pkwy, Marsh Lane and International Pkwy have sufficient capacity to serve the proposed development. Each of these facilities is a major arterial street. Analysis of the Hebron Pkwy at Marsh Ln and International Pkwy intersections for the full buildout condition indicates that they will operate at a level typical for an urban environment. As part of mitigations for traffic on Hebron Pkwy, a right turn bay will be installed for the private drive proposed between Marsh Ln and International Pkwy. A right turn bay on eastbound Hebron Pkwy at International Pkwy is planned to be installed with a future city project. The city already has necessary right of way for a right turn bay at this location.

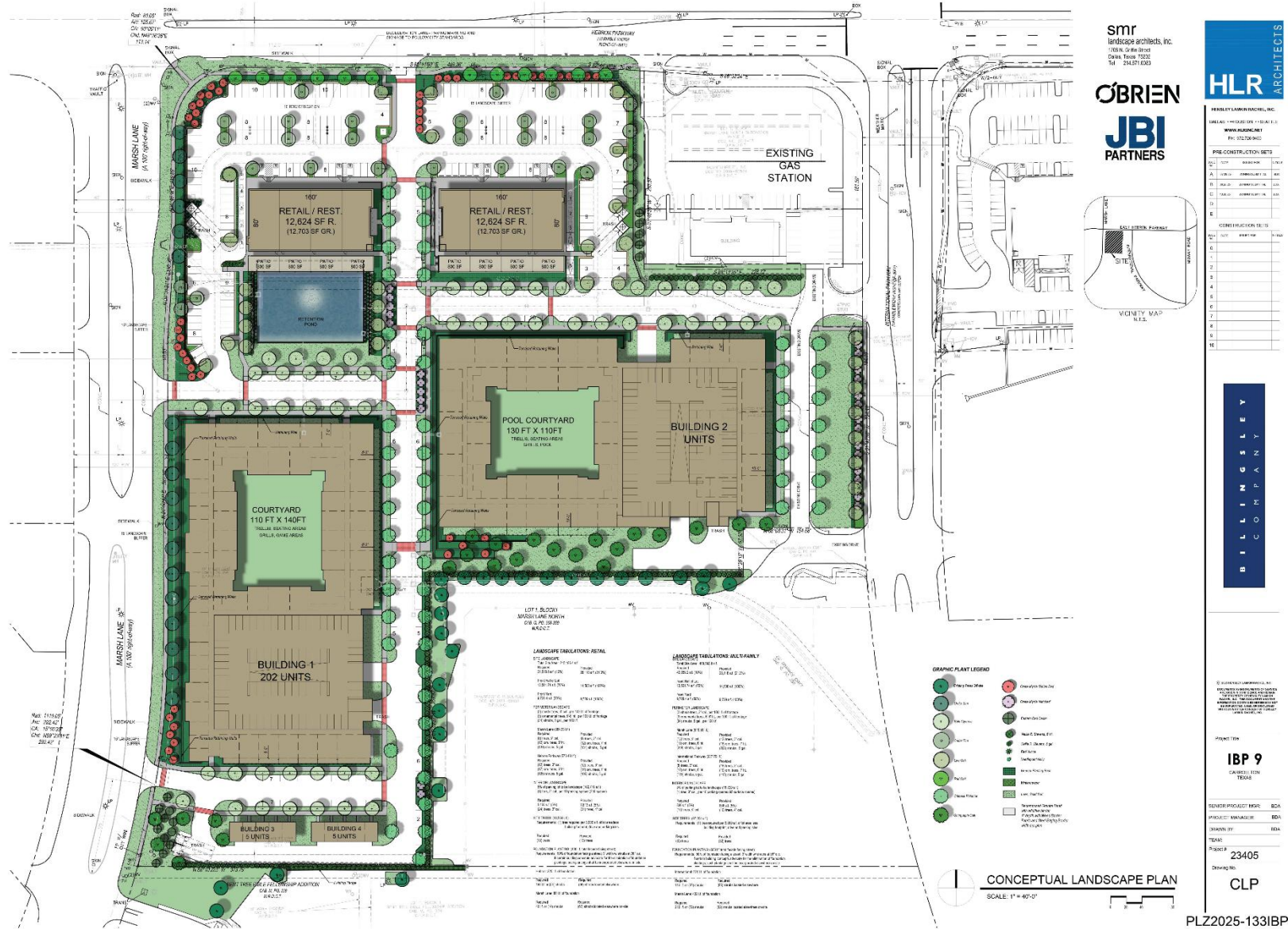
CONCLUSION:

The proposed development and design, containing 406 multifamily units, retail, and drive-through restaurants are appropriate uses and should not impact surrounding properties.

CONCEPTUAL SITE PLAN – EXHIBIT A



CONCEPTUAL LANDSCAPE PLAN – EXHIBIT B



smr
landscape architects, inc.
1700 N. 2nd Street
Cape Coral, FL 33914
Tel: 234.371.4303

O'BRIEN
JBI
PARTNERS

PRE-CONSTRUCTION SET		
NO.	DATE	DESCRIPTION
1	10/1/2024	CONCEPTUAL LANDSCAPE PLAN
2	10/1/2024	CONCEPTUAL LANDSCAPE PLAN
3	10/1/2024	CONCEPTUAL LANDSCAPE PLAN
4	10/1/2024	CONCEPTUAL LANDSCAPE PLAN
5	10/1/2024	CONCEPTUAL LANDSCAPE PLAN
6	10/1/2024	CONCEPTUAL LANDSCAPE PLAN
7	10/1/2024	CONCEPTUAL LANDSCAPE PLAN
8	10/1/2024	CONCEPTUAL LANDSCAPE PLAN
9	10/1/2024	CONCEPTUAL LANDSCAPE PLAN
10	10/1/2024	CONCEPTUAL LANDSCAPE PLAN

BILLINGSLEY
COMPANY

IBP 9
CAPITAL HILL
TOWNSHIP

PROJECT TEAM
IBP 9
CAPITAL HILL
TOWNSHIP

RENDER PROJECT: BDA
PROJECT MANAGER: BDA
DESIGNER: BDA
TEAM: BDA
PROJECT: 23405
Drawing No.: CLP

CONCEPTUAL BUILDING ELEVATIONS – EXHIBIT C



B I L L I N G S L E Y
C O M P A N Y

IBP 9 - MASTER PLAN
CARROLLTON, TX

PROJECT OVERALL VIEW
10.14.2025

O'BRIEN AND

HLR
ARCHITECTS









B I L L I N G S L E Y
C O M P A N Y

IBP 9 - MASTER PLAN
CARROLLTON, TX

MULTI-FAMILY VIEW ACROSS RETENTION POND
10.14.2025

O'BRIEN AND

HLR
ARCHITECTS





BILLINGSLEY
COMPANY

IBP 9 - MASTER PLAN
CARROLLTON, TX

MULTI-FAMILY BUILDING 1 CONCEPT ELEVATION ALONG MARSH LANE
10.14.2025

O'BRIEN AND

HLR
ARCHITECTS



B I L L I N G S L E Y
C O M P A N Y

IBP 9 - MASTER PLAN
CARROLLTON, TX

MULTI-FAMILY BUILDING 1 CONCEPT ELEVATION ALONG MARSH LANE
10.14.2025

O'BRIEN AND

HLR
ARCHITECTS



B I L L I N G S L E Y
C O M P A N Y

IBP 9 - MASTER PLAN
CARROLLTON, TX

MULTI-FAMILY BUILDING 2 CONCEPT ELEVATION
10.14.2025

O'BRIEN AND

HLR
ARCHITECTS



B I L L I N G S L E Y
C O M P A N Y

IBP 9 - MASTER PLAN
CARROLLTON, TX

MULTI-FAMILY BUILDING 3 AND 4 CONCEPT ELEVATION
10.14.2025

O'BRIEN AND

HLR
ARCHITECTS

CONCEPTUAL LANDSCAPE ELEVATION – EXHIBIT D





CARROLLTON
TEXAS
DRAFT Minutes
City of Carrollton
Planning & Zoning Commission
November 6, 2025

Briefing Session and Meeting

A meeting of the City of Carrollton Planning & Zoning Commission was held on Thursday, November 6, 2025 at 6:30 p.m. in the Council Chambers at City Hall.

Commission Members Present:

Scott Windrow, Chair
Greg Kramer, Vice Chair
Kathleen Foster, 1st Vice Chair
Jim Doyle
Al Overholt
Dave Hermon
Rusty Pendleton
Terry Sullivan
Lou Sartor

Commission Members Absent:

None

Alternate:

Neil Anson

Staff Members Present:

Loren Shapiro, Planning Manager
Michael McCauley, Senior Planner
Emily Offer, Senior Planner
Lydia Tormos, Planning Technician
Cory Heiple, Director of Environmental Services
Shad Rhoten, Planner

Shannon Hicks, Asst. City Manager
Herb Cavanaugh, Fire Marshal
John Romberger, Transportation Engineer
Meredith Ladd, City Attorney
Joe Haefner, Asst. City Attorney
Edward Green, Plan Review Manager

Guests Present:

Mayor Steve Babick
Richard Fleming, Council Observer

PUBLIC HEARING

4. Hold A Public Hearing To Consider An Ordinance **Amending The Zoning** On An Approximately 14.32 Acre Tract Zoned PD-148 For The (HC) Heavy Commercial District And Generally Located On The Southeast Corner Of East Hebron Parkway And Marsh Lane To Repeal and Replace Ordinance No. 3911, Reestablishing Planned Development 148; To Change The Base Zoning On A Portion Of Said Tract From (HC) Heavy Commercial District To (MF-18) Multifamily Residential District, To Add Development Standards, And To Add Conceptual Plans; Amending The Official Zoning Map Accordingly. **Case No. PLZ 2025-133 IBP 9.** Case Coordinator: Emily Offer.

Emily Offer, Senior Planner, presented this item. She provided a location/zoning map and described the general area for this development. She explained that the proposal is to repeal and replace Ordinance No. 3911, reestablishing Planned Development 148 and provided a map reflecting the various tracts of land included in the planned development. A proposed conceptual site plan was reviewed that reflects 396 high-density, multifamily in Buildings 1 and 2, two parking garages, courtyard, pond with a water feature, 10 low-density townhomes, over 25,000 square feet of retail, and over 6,000 square feet of patio space. Building elevations were provided as well as a landscape plan that exceeds minimal requirements. Ms. Offer stated that the Engineering Department has approved a traffic-impact analysis. Staff is recommending approval with stipulations.

With no questions from the Commission for staff, Chair Windrow asked if the applicant would like to speak.

Applicant Lucilo Pena, 1722 Routh St., Dallas, described the project. He stated the amenities and retail are designed for walkability for the multifamily. He addressed the concerns regarding traffic that were submitted by the public. He said the mixed use will result in less traffic issues at rush hour than if it were all office buildings. He noted that the retail is two-sided. Additionally, he said the entire development would be built as one project.

Commissioner Doyle inquired where trucks would unload with two-sided retail. Mr. Pena responded they would unload from the side.

Chair Windrow opened the public hearing. Twelve cards in opposition were received and five of those individuals spoke.

Speakers in opposition:

Joel Bailey, 2208 High Point

Steven Dimitt, 2213 High Point

Matt Garrett, 2226 Arbor Crest

John W. Smith, 3866 Kelly Blvd.

Jim Privitt, 2206 Glen Helen Cir.

Jack Bennett, 2417 Vista Glen

Priscilla Liu, 2307 Aberdeen Bend

Andrea Tritton, 2221 Meadow Dr.

Speakers in favor:

Henry Billingsley, 6701 Turtle Creek, Dallas, owner

Daniel Deway, 2121 Midway Rd.

Shelley Stracenter, 2349 Highlands Creek

Mr. Pena responded to comments from the public speakers.

Commissioner Foster asked the applicant if there would be two exits onto International Parkway. Mr. Pena responded yes.

- * ***Commissioner Foster moved to close the public hearing and approve Case No. PLZ 2025-133 IBP 9 with stipulations; second by Commissioner Pendleton. The motion was approved with a vote of 7-2, (Kramer and Doyle opposed).***

PUBLIC COMMENTS

11.16.25

We live at 2328 Aberdeen Bend. My husband and I greatly oppose the zone proposal change at Marsh and Hebron. The traffic exiting neighborhoods on Marsh is already dangerous trying to get across the median. The churches also bring a great deal of traffic and make the traffic on Marsh and Hebron even worse on Wednesday nights and Sundays. We live in the Highlands. It is our understanding that the Willow Bend developments possible the Dallas Stars will bring a huge amount of traffic to Hebron. If you approve this, there will be no relief from heavy traffic for existing homeowners.

Additionally, we greatly oppose the number of apartment units and the “affordable” type being proposed which can bring more traffic and much more crime to the nice neighborhoods in this area. There is already a tough crime area at Marsh and Rosemeade and is not very far away.

Thank you for considering our oppositions to this proposal.

Thank you,

--

Cindy Monte

2328 Aberdeen Bend 75007

11.6.25

To Whom it May Concern:

My husband and I greatly oppose the zone proposal change at Marsh and Hebron. The traffic exiting neighborhoods on Marsh is already dangerous trying to get across the median. The churches also bring a great deal of traffic and make the traffic on Marsh and Hebron even worse on Wednesday nights and Sundays. We live in the Highlands. It is our understanding that the Willow Bend developments will bring a huge amount of traffic to Hebron. If you approve this, there will be no relief from heavy traffic for existing homeowners.

Additionally, we greatly oppose the number of apartment units being proposed which can bring more traffic and much more crime to the nice neighborhoods in this area. There is already a tough crime area at Marsh and Rosemeade and is not very far away.

Thank you for considering our oppositions to this proposal.

Thank you,

Cindy and Mitch Monte

To the Carrollton Planning and Zoning Committee:

I am a 45 year resident of Carrollton, the last 39 in the Highlands neighborhood. I would like to express concerns about the proposed zoning that requests over 400 multi-family units.

The impact on traffic and congestion around the tract, and on Marsh Lane in particular, would be very significant on our neighborhood.

Assuming two vehicles per unit, another 800 vehicles on these roads on a daily basis would add tremendous congestion to the area.

It is difficult currently to exit the Highlands off of Kelly Blvd due to the amount of traffic, much at a high rate of speed.

Also, we can expect cut through traffic to increase on Kelly as drivers avoid the stack up on southbound Marsh at the Rosemead traffic light.

Interestingly, staff members at First Baptist of Carrollton (church at the Fields) where we are members, have told me that they were told by City staff that they did not want any more apartments in the city when the church inquired about rezoning some of its property on Hwy 121.

While multi-family is the bigger issue of the rezoning request at Marsh/Hebron, I also question the need for retail space there. Just drive east on Hebron/Park for a couple of blocks and count the amount of empty retail spaces that are for lease.

Thank you for your consideration of my concern and please contact me with any questions.

Curtis Hoffman
2332 Aberdeen Bend

Good evening,
As a Carrollton Resident (Northeast) I am opposed to the proposed rezoning referenced below. Allowing a multifamily project here will not serve our city well.

Thank you.

AJ Kirk
3724 Canon Gate Cr

11.5.25

I want to withdraw my support of changing the zoning (PLZ-2025-133) to multi family for the property located at Hebron and Marsh. The area has far too many apartments within two miles in Carrollton, Dallas, and Plano. Additionally I am concerned about the impact to traffic safety and flow.

Please amend your records to show I oppose the zoning change.

Thank you,

10.30.25

I support the zoning provided there is a long dedicated turn lane and the access point is far from the Hebron/Marsh intersection.

Thank you for providing information about case PLZ 2025-133 yesterday. I want to ensure access to this commercial/multi-family property is safe and does not disrupt traffic flow. or pose a risk of traffic accidents. The intersection of Hebron Parkway and Marsh Lane is very busy and traffic patterns cause many cars to drive in the right lane to turn onto International or into the commercial properties just east of International. Ideally, access to the new development would be from Marsh Lane, far south of Hebron, and International Parkway, not Hebron Parkway, to make traffic flow safely in this area.

In the event the city approves access from Hebron, a very long deceleration lane for right turns with the entrance to the property located far from Marsh Lane (close to Racetrac) would be safer and less disruptive to traffic and could potentially prevent accidents.

Thank you very much,


Jane Slattery

2629 Deep Valley Trail, Carrollton 75007

I am writing in opposition to building another apartment complex on this corner. I live at 2628 Creekway Drive, Carrollton which is less than 1/2 mile from this location. The Hebron/Marsh intersection is already experiencing significant traffic and adding dense housing here will only compound the issue. I would rather see retail or mixed use at this location. Thank you for your consideration.

- Jeff Blackwell

#4

 **CARROLLTON**
TEXAS **PLANNING & ZONING APPEARANCE CARD**

Please complete this card and submit it to a city staff member prior to the beginning of the meeting.

Name Jim Privitt Phone 972-306-9080 Date 11-6-25
Address 2206 Glen Helen Cir City Carrollton Zip 75007


Public Hearing Agenda Item # 4

☐ I wish to speak IN FAVOR of this item. ☒ I wish to speak IN OPPOSITION to this item.
☐ I do not wish to speak; however, please record my ☐ SUPPORT ☐ OPPOSITION.

Please identify the group or organization you represent, if any: _____

**Please read and comply with the
"Guidelines for Speaking at City Government Public Meetings."**

#4

 **CARROLLTON**
TEXAS **PLANNING & ZONING APPEARANCE CARD**

Please complete this card and submit it to a city staff member prior to the beginning of the meeting.

Name Joel Bailey Phone 817-648-4350 Date 11/6/25
Address 2208 High Point City Carrollton Zip 75007

Public Hearing Agenda Item # 4

☐ I wish to speak IN FAVOR of this item. ☒ I wish to speak IN OPPOSITION to this item.
☐ I do not wish to speak; however, please record my ☐ SUPPORT ☐ OPPOSITION.

Please identify the group or organization you represent, if any: _____

**Please read and comply with the
"Guidelines for Speaking at City Government Public Meetings."**

I oppose this large project!
Joyce Gornall
3708 Canon Gate Circle
Carrollton 75007

Dear Emily,

I recently read about the proposed multi-family housing project at Marsh and Hebron. I've driven by this empty lot for many years—usually on my way to Plano, where I can find a better quality, affordable grocery store like HEB.

It's frustrating that Carrollton residents have to drive so far for quality, affordable groceries with local Texas produce, meat, and products. Why can't we attract a store like H-E-B or another local grocer that supports both affordability and our community's economy?

Do we really need another large apartment complex where landlords profit while residents struggle with high rent for small spaces? Carrollton's appeal has always been its strong neighborhoods and real homes that foster long-term community. If new housing must be built, will it truly be affordable for our city workers, teachers, veterans, and first responders—beyond a token 10% discount on already inflated rent prices? Or are going to build sustainable housing with infrastructure to provide a better future for people living there?

Thank you for your time and for considering the perspective of local residents who care deeply about preserving the heart and livability of Carrollton.

Sincerely,

Julia Ferguson Quinones

#4 Applicant

CARROLLTON TEXAS PLANNING & ZONING APPEARANCE CARD

Please complete this card and submit it to a city staff member prior to the beginning of the meeting.

Name Lucilo A. Peña Phone 214 270-0999 Date 11/6/25

Address 1722 Rowth St, Ste. 770 City Dallas Zip 75201

Public Hearing Agenda Item # PLFP 2025-133 IBP 9

☒ I wish to speak IN FAVOR of this item. ☐ I wish to speak IN OPPOSITION to this item.

☐ I do not wish to speak; however, please record my ☐ SUPPORT ☐ OPPOSITION.

Please identify the group or organization you represent, if any: Developer

**Please read and comply with the
"Guidelines for Speaking at City Government Public Meetings."**

Emily:

I'm a 26 year resident of Carrollton and have lived in The Homestead Subdivision since 2001.

I'm a retired Air Force Lieutenant Colonel and an actively Texas-licensed CPA.

I am also retired from the Texas Department of Insurance and have been employed with First National Title Insurance Company since 2019.

FNTI is located at 2400 Dallas Pkwy, Plano, TX 75093.

I previously audited title insurance agents across DFW all the way to East Texas and up to Wichita Falls and know our surrounding area streets and roads well.

Midway Road is already a traffic circus which is only going to get worse with the newest Multi-Family development.

I cross both Marsh Lane and Midway Road every weekday going and returning from work as well as on weekends as I walk at Willow Bend Mall daily via Hebron unless there is an accident, forcing an alternate route.

Accidents on Hebron continue to go up; especially at the Marsh intersection.

Why would we want to add to that continually increasing life taking/injury-creating intersection's woes?

Another multi-family project will further exacerbate that worsening situation.

I greatly oppose this project and would prefer single-family housing over it.

Thank you,

Richard T. (Tim) McDonald
1717 Morning Glory
Carrollton TX 75007-1421

Emily,

I have lived in Carrollton for 42 years. I live in Oak Creek Estates and have to suffer the traffic and frequent accidents at Rosemead & Marsh intersection. Rezoning this area to multifamily homes is going to be yet another disaster that is forcing people like me to leave just so big development can make a buck. We have Billingsly building 800 units on Midway we can't absorb more people, traffic and congestion in this area.

I am in total OPPOSITION to this rezoning request.

Derek Jenkins
3806 Keystone CT
Carrollton, TX 75007

Date: November 6, 2025 at 9:05 AM CST

To: Planning and Zoning Commission

For: Public Hearing on Case No PLZ 2025-133 IBP 9

Subject: Zoning Amendment Application for the Southeast Corner of East Hebron Parkway and Marsh Lane

I am writing to the Commission to express my opposition to the application for re-zoning and further Special Use Permit that would allow high-density MF for the tracts in question. I currently reside in the neighboring Highlands community at 3864 Kelly Blvd which is closest to the Marsh side of the neighborhood. Furthermore, I have lived along Marsh Lane (in both Dallas and Carrollton) for 18 years and have a long-term perspective on the immediate area.

To begin, Page 5 of the case report prepared for the P&Z Commission indicates Marsh Lane is classified as an (AD6) Arterial 6-lane divided roadway. That is not accurate for the location of this proposed development and re-zoning. That portion of Marsh Lane goes down to 2-LANES ONLY after the Marsh and Rosemeade intersection. This development is extremely concerning given that this portion of Marsh is already a high-traffic area, and will have two ingress/egress points along this area of Marsh Lane, with only one primary egress point from International Parkway which is a 3-lane road. Over the last several years, traffic has increased along this portion of the road (primarily from drivers coming off Hebron Parkway) as additional retail/restaurants have been built in the area. During peak traffic times, drivers exiting the neighborhood in the Highlands (at Kelly & Marsh) often form a line trying to turn left or right onto Marsh given the high volume of cars.

In addition, I highly disagree with the Traffic Impact report that states that Drives 2 and 3 from the Marsh Lane access will not need a drive aisle. Again, this is a two-lane road that receives traffic from the surrounding single family residential uses (Oak Creek Estates, The Highlands, and sometimes the neighboring apartment communities along Marsh Lane) (apartment communities along Marsh Lane are technically in the City of Dallas). Traffic has also increased over the last year with people visiting some of the newly constructed retail/restaurant businesses in the area. In addition, there is not much distance between Drive Aisles 2 and 3 which means the right-hand lane will be slower in general and traffic will back up waiting for those cars to turn into the complex. Allowing such a dense development into the area and not accounting for a proper turn lane will result in additional traffic and accidents. The intersection of Hebron and Marsh already gets backed up during peak times and that intersection does have a drive aisle to make a right turn.

Further on Page 5, the surrounding land uses does not specify that Single Family residential is prevalent in the area along with a low-density memory care center; in fact the memory care center would be located directly across the street from the proposed development. This proposed development to add 406 MF units would absolutely have an impact on the surrounding residential uses in the form of additional traffic, noise, city services resources, power grid availability, etc.

Finally, I request the Commission to deny the proposed density request which would be a SIGNIFICANT variance from the regulations of MF-18. The case report indicates the maximum density proposed is 44 units/acre. In the immediate area, two nearby developments have been built – Atlas on Prestonwood was built in 2017 and has a density of approximately 35 units per acre (tax records indicate 5.15 acres with 183 units) and Wylder Square Apartments located at 4141 Midway in Carrollton was built in 2022 with a density of 38 units/acre (tax records indicate 372 units contained on 9.7 acres). **I urge the Commission not to allow a project with even higher density than what has recently been improved in the immediate area.** In addition, Wylder Square is only a 3-story complex tucked in between other uses and is located on Midway, which is a 3-lane road with higher capacity for vehicles compared to the two-lane Marsh Road.

To conclude, I sincerely understand the need for additional housing in the area. However, I feel this specific location is not best suited for MF housing development given the surrounding land uses and request the Commission maintain the current zoning designation. If the Commission must consider the change to allow MF residential, please carefully consider the density relative to other projects in the area. The magnitude of this MF development being proposed is unconscionable when considering the impacts it will have in the nearby communities.

Sincerely,

Marissa Hicks

Marissa Hicks
3864 Kelly Blvd
Carrollton, TX

Dear Emily,

As a long-time resident of Carrollton—having lived here since 1974—I am writing to express my strong opposition to the proposed zoning change that would allow the development of high-density housing at the corner of Marsh Lane and Hebron Parkway.

Our community in the Highlands neighborhood already faces significant challenges related to congestion, limited retail availability, and an overconcentration of mid- to lower-cost apartment complexes in the surrounding area. These existing conditions have contributed to higher crime, vacant retail, increased traffic, and declining property values, all of which directly affect the quality of life for long-term residents.

Adding additional high-density housing in this corridor will only exacerbate these issues. What our area truly needs is balanced development—particularly more retail and community-serving businesses that can enhance convenience, safety, and property values rather than diminish them.

I respectfully urge the City to preserve the current zoning restrictions and to prioritize development that supports sustainable growth and the long-term well-being of Carrollton residents.

Thank you for your time and consideration of my concerns.

Sincerely,
Rosalina and Mark Connolly
3812 Kelly PL Carrollton

Hi Emily,

I would like to submit my opposition to the proposed zoning change at Marsh/Hebron.

I oppose this change for 2 reasons:

1. There is a high concentration of apartment homes in that area of Carrollton/Plano and Dallas. With new development already under way to add more. So, there is not a need for more.
2. The traffic at that intersection is already very congested with a high number of traffic accidents.

Please feel free to contact me with any questions or if further information is needed.

Thank you,
Maureen Mouer
2641 Deep Valley Trail

I am a homeowner at 2740 East Wentwood Drive (nearest intersection Marsh and Trinity Mills). I think you are cramming too many people in too small a space, and you need to modify that. Opposed as presently designed.

That development, situated between two huge churches, Prestonwood and Bent Tree, is going to add a lot of traffic on Sundays and holidays with special events. Prestonwood already has a lot of traffic morning and afternoon for their school. That school has football games, outside, on the south side of the property, that get quite loud (band and loudspeakers), so It may disturb the new residents directly adjacent to the south. I am a 40 year Carrollton resident, attend Bent Tree and travel that intersection regularly...you folks better know what you are doing!

Thank You,
Mike Boos, P.G.

Don't know #4

CARROLLTON
TEXAS **PLANNING & ZONING APPEARANCE CARD**

Please complete this card and submit it to a city staff member prior to the beginning of the meeting.

Name Priscilla Liu Phone 214563-5667 Date 11-25

Address 2307 Abernethy Bend City Carrollton Zip 75007

Public Hearing Agenda Item # 4

☐ I wish to speak IN FAVOR of this item. ☒ I wish to speak IN OPPOSITION to this item.

☐ I do not wish to speak; however, please record my ☐ SUPPORT ☐ OPPOSITION.

Please identify the group or organization you represent, if any: Highlands Community

Please read and comply with the
"Guidelines for Speaking at City Government Public Meetings."

Dear Emily and Members of the Planning & Zoning Commission,
My name is Paige Tabler, and I live near the Marsh & Hebron corridor in Carrollton. I am writing to formally oppose the proposed rezoning of the tract north of Bent Tree Bible that would allow approximately 406 multifamily units with restaurant and retail space.

My opposition is based on several planning and infrastructure concerns:

1. **Traffic congestion and safety**

The Marsh/Hebron intersection already carries an estimated 31,800 vehicles per day on Hebron Parkway and 16,000 vehicles per day on Marsh Lane. This corridor routinely experiences significant congestion, especially during morning and afternoon school hours. Adding several hundred apartments and new retail uses will markedly increase vehicle trips and turning movements without corresponding roadway improvements.

2. **Proximity to a high school**

The site directly adjoins a school zone, creating overlapping traffic between residents, delivery vehicles, and student pedestrians. Without a full Traffic Impact Analysis and School Safety Review, this poses a foreseeable hazard to students and staff.

3. **Density and land-use compatibility**

The City's Future Land Use Plan designates only 4.7% of city land for "high-density residential." Rezoning from Heavy Commercial (HC) to Multifamily (MF-18) for 400 + units represents a major shift in scale and density that is inconsistent with the surrounding single-family and institutional uses.

4. **Public-safety and infrastructure impacts**

Property-crime rates in Carrollton are concentrated along major commercial corridors such as Marsh and Hebron. Introducing dense residential activity in this area without enhanced public-safety measures and parking controls could strain police, fire, and traffic resources.

For these reasons, I respectfully request that the Commission **deny the rezoning application** and maintain the current zoning until:

- A comprehensive **Traffic Impact Study** and **School Safety Assessment** are completed and reviewed publicly, and
- The applicant demonstrates clear compatibility with the City's Comprehensive Plan and surrounding neighborhood character.

I appreciate the City's commitment to thoughtful growth and urge the Commission to preserve the livability, safety, and infrastructure balance of this corridor by recommending **against approval** of this rezoning request.

Sincerely,

Paige Tabler

2337 Aberdeen Bnd

Hebron is a zoned business thoroughfare near multiple churches and extreme traffic.
The proposed rezoning is ONE traffic light away from Rosemeade and Marsh.

As a 42 year resident of Carrollton, I have seen that area dramatically change as it crept north. The gas stations and apartments there are not desirable.
The multiple apartments along Marsh have caused terrific problems for Carrollton and Dallas. Carrollton and Dallas Cara Mendelsohn (Dallas City Council for that district) have attempted to resolve the issues of noise, overnight parties, crime, etc. Landlords don't maintain their property and there is a very low bar for their tenants.

Since that intersection is where Carrollton and Dallas meet, the Dallas police presence is minimal at best, and crime festers. One light away.

Just south, the Walmart on Marsh and Frankford is crime-ridden. Anecdotal, but I understand that it is one of the worst crime Walmarts around.

The Dallas challenges have been creeping further north on Marsh for years.

Why would Carrollton **CHOOSE to REZONE** to bring more apartments one light north of so many problems? Zoning was created for a purpose. This is a business district.

This valuable property is an easy walk to Shops at Willow Bend (107 acre site) which is being considered for the new \$! billion Stars arena. It is currently planned to redevelop into a multi-use district. Valuable property for restaurants - arrive and beat the traffic.

We can do much better on Hebron than apartments. Why ask for problems?
We live in the townhomes at the NW corner of Hebron and Marsh.

Carrollton/West Plano is established as a safe area to walk and shop. **Respect the value of that property.** Rezone for apartments? NO!

Peggy and Jay Luippold
4232 Colton Dr
Carrollton TX 75010


Hello Emily,

I live off the townhomes on Marsh and Hebron in Carrollton and received notice that apartments may be getting built off this intersection. I have many concerns with this because this is already a high traffic intersection due to the high school, Prestonwood Church, and Dallas Tollway being close by. The high school plays football games, which already creates lots of noise in the neighborhood on weeknights.

I've lived in Carrollton my whole life. Building apartments in this area will lead to more congestion, crowded public spaces in schools, churches, and retail areas, potential decrease in our property value, and strained infrastructure. I'm requesting reconsideration to not build apartments in this area. There is already a senior living center located next to the townhomes in my neighborhood and I would rather see more retail/restaurants built instead of apartments. Please reconsider this. I'm happy to provide additional thoughts. Reach out if you need anything else.

Thank you!
Reema Patel
2928 Sheridan Dr.
Carrollton, TX 75010

4

 **CARROLLTON TEXAS PLANNING & ZONING APPEARANCE CARD**

Please complete this card and submit it to a city staff member prior to the beginning of the meeting.

Name SHELLEY STRACENER Phone 214 930 4384 Date 6 Nov 2025

Address 2349 HIGHLANDS CREEK RD City CARROLLTON Zip 75007

Public Hearing Agenda Item # PL 2025-133 IBP


☒ I wish to speak IN FAVOR of this item. ☐ I wish to speak IN OPPOSITION to this item.

☐ I do not wish to speak; however, please record my ☐ SUPPORT ☐ OPPOSITION.

Please identify the group or organization you represent, if any: _____

**Please read and comply with the
"Guidelines for Speaking at City Government Public Meetings."**

#24

 **CARROLLTON**
TEXAS **PLANNING & ZONING APPEARANCE CARD**

Please complete this card and submit it to a city staff member prior to the beginning of the meeting.

Name Steven Dimitt Phone 972-824-2255 Date 11/6/25
Address 2213 High Point City Carrollton Zip 75007

Public Hearing Agenda Item # 4

☐ I wish to speak IN FAVOR of this item. ☒ I wish to speak IN OPPOSITION to this item.
☐ I do not wish to speak; however, please record my ☐ SUPPORT ☐ OPPOSITION.

Please identify the group or organization you represent, if any: _____

**Please read and comply with the
"Guidelines for Speaking at City Government Public Meetings."**

Good morning,

I am writing to express my strong opposition to the proposed apartment development on the strip of land near Marsh and Hebron. Our community is already experiencing significant challenges with traffic congestion, and adding more apartments would only worsen the problem. The roads in this area are already overburdened, especially during school and commute hours, and additional housing density would further strain our infrastructure.

Beyond traffic concerns, many residents are also worried about the potential increase in crime and the overall impact on the character and safety of our neighborhood. We take pride in maintaining a peaceful, family-friendly environment, and introducing a large apartment complex so close to existing homes would fundamentally change that.

We respectfully ask the council to reconsider this project and explore alternatives that preserve the integrity and safety of our community. Please listen to the voices of the residents who live here and are directly affected by these changes.

Thank you for your time and for your commitment to representing the best interests of our neighborhood.

Tiffany Kannankeril

Good morning, Emily -

I would like to express my concern for the proposed rezoning for the approximately 15 acres at the corner of Marsh and Hebron for a multi family development. My concern is based on the traffic and density that is associated with what I would already consider to be a crowded and busy section of town. I live in the Highlands neighborhood on Aberdeen Bend just off of Kelly. I cannot imagine adding another 400+ vehicles (a conservative estimate assuming only one vehicle per household) to this intersection, especially during high traffic times. This section of Marsh and Hebron are already very congested and it becomes more so with any occasional passing train.

I was also under the assumption and had been led to believe that the City of Carrollton did not want any more multifamily projects coming to the city. I have been told this by Loren Shapiro. I have had a piece of property on the market for 5 years and after 5-6 failed attempts to sell the property to a multifamily buyer due to opposition from city planning, I did not expect to see this rezoning request, especially. Reasons cited were the city having to buy poorly maintained properties after 20-30 years that become crime ridden and the desire for more retail. There seems to be some inconsistent recommendations by the staff that is also confusing. This matter is secondary however. The traffic and through traffic that will increase along Kelly in my neighborhood is my primary concern. We already have high traffic loads traveling at high speeds despite speed humps. I do not want this problem to increase.

I cannot attend the meeting tonight because of a prior obligation, but I wanted my comments to be heard/noted.

Thank you for your service to our community!

Tim Hare
2303 Aberdeen Bend
Carrollton, TX 75007

I am strongly against the above planning. We live off Hebron and Josey and Hebron from there to tollway is already a traffic nightmare! I say NO.

Brenda Cage
4026 Windy Crest Circle

We are opposed to the construction of multi-family units at the intersection of Hebron & Marsh.

David & Christina Hofherr
2312 Castle Rock Road
Carrollton, TX. 75007

Hi Emily!

I would just like to say that I'm opposed to the development that Billingsly wants to build at Hebron and Marsh. The traffic on Hebron is already a disaster and huge apartment complex would make matters worse. I drive that area of road everyday, multiple times a day.

Emily Dimitt
2213 High Point Drive

Hello Emily,
My name is Ginger Kelly. I and Mary Anne Patterson live at 2235 Meadow Drive and we oppose the multi family zoning.

Thank you,
Ginger Kelly
2235 Meadow Drive
Carrollton, Texas 75007

DO NOT LET THIS HAPPEN!!

-Yvonne
3221 Twist Trl
Plano 75093

4

CARROLLTON
TEXAS **PLANNING & ZONING APPEARANCE CARD**

Please complete this card and submit it to a city staff member prior to the beginning of the meeting.

Name JOHNNY W SMITH Phone 214-850-2778 Date 11-6-25
 Address 3866 KELLY BLVD City CARR Zip 75007

Public Hearing Agenda Item # 2025-133 IBP

☐ I wish to speak IN FAVOR of this item. ☒ I wish to speak IN OPPOSITION to this item.
☐ I do not wish to speak; however, please record my ☐ SUPPORT ☐ OPPOSITION.

Please identify the group or organization you represent, if any: _____

Please read and comply with the
 "Guidelines for Speaking at City Government Public Meetings."

My name is Johnny Smith and I live at 3866 Kelly Blvd. which is the corner of Kelly and Marsh Lane. I want to make you aware of my opposition to the proposed construction of a multi-family complex at the corner of Marsh Lane and Hebron Parkway. I deal with the traffic on Marsh Lane every day and it is already bad. The intersection of Marsh and Kelly is approximately 4 tenths of a mile from the intersection of Marsh and Rosemeade Parkway. It is common that the southbound traffic on Marsh backs up beyond Kelly while cars are waiting for the signal light at Rosemeade. To make it even worse, the northbound traffic that is attempting to turn left on Marsh Ridge also backs up beyond Kelly. I have photos of these issues if you would like to see them. The result of this is there can be a delay of several minutes to turn off of Kelly on to Marsh Lane, particularly cars attempting to turn left. The result for me is that cars are then backed up on Kelly and we can't exit our driveway.

I'm aware that a traffic survey was performed by an engineering company commissioned by the land owner. Since they were hired by the land owner, I tend to think that they underestimated the impact on traffic to make the project more attractive to review by the city.

The land owner also make the assertion at the Planning and Zoning meeting that an office complex would have a worse impact on traffic than the apartment complex because they would need 1200 parking spaces for an office building and only need slightly over 600 for an apartment complex. The only method I know to compare the two is to look at the absolute worst case scenario. If every commuter to those buildings took Marsh to work and home, there would be 2400 trips a day for 5 days each week or 12,000 trips each week. The National Transportation Safety board estimates that residents take 5 one-way trips from their residence each day. Based on 600 cars at the apartments taking 5 trips per day 7 days a week equates to 21,000 trips per week on Marsh Lane. Clearly not all of the commuters are going to take Marsh nor are all of the residents take Marsh, but it at least it gives us a way to compare the impact of the two. Without question, from a traffic standpoint, a multi-family facility has the worst traffic impact.

With the increased traffic on Marsh, there are more noise issues as well as safety issues from accidents and increased response times for emergency vehicles to our neighborhood.

I apologize for the length of this email and hope that you will give consideration to the points that I have made.

I've attached 3 photos that were taken on November 3rd, 4th and 5th to illustrate the issues.

Photo 1 shows the northbound traffic on Marsh and the backup from cars attempting to turn left on Marsh Ridge.

Photo 1 shows the northbound traffic on Marsh and the backup from cars attempting to turn left on Marsh Ridge.

Photo 2 shows the southbound backup from the interchange of Marsh and Rosemeade Parkway.
Photo 3 shows the northbound backup from cars attempting to on to Marsh Ridge.



Johnny Smith

I am writing to plead with our great city to NOT allow this proposed, dense housing development at the corner of Marsh and Hebron. The traffic this development would bring would be unsafe for this corner. There is already so much dense traffic at all hours of the day. Must we develop every square inch with multi family dwellings? I beg of you not to approve this rezoning request!!!!

Karen Cummings
Carrollton Resident since 1986
4205 Harvest Hill
Court, Carrollton 75010

Hi Emily,

I have lived in Carrollton for 32 years and I have seen a lot of new Multi-Family Apartments being built but nothing for older adults who may be looking for an age restricted property or the opportunity to move into a maintenance free living and out of single-family housing. The more density you create just continues to cause traffic congestions, health and safety issues. I live within a ½ mile of the intersection of Marsh and Hebron, and I travel through this intersection every day. I am **OPPOSED** to the 406 MF Units proposed by the Billingsley Company. If this is something the City Council decided to approve I hope they will reduce the number of units and require the Developer to build a high end product that Carrollton deserves that would attract residents that want a nicer product than what currently is being offered or exist in Carrollton or the area.

Thank you for your consideration.

The traffic in this area is already horrible. Adding more residents will just increase the accidents and cause more strife to local homeowners. Please do not allow this rezoning



Lucia Knudsen

Fraternity Housing Corporation, Construction Committee Member
2310 bush cir Carrollton 75007

Dear Ms. Offer,

I am writing to express my strong opposition to the proposed rezoning and development at Hebron Parkway and Marsh Lane (Case No. PLZ 2025-133) due to critical public safety risks and procedural compliance issues.

Public Safety Crisis at a Documented Dangerous Intersection

Hebron Parkway and Marsh Lane is already recognized as one of Carrollton's most hazardous intersections. Approving 406 residential units plus retail and restaurant traffic at this location will dramatically increase accident risks and emergency response challenges. The City may face significant liability if preventable accidents occur after approving high-density development without adequate traffic mitigation measures and comprehensive safety studies.

Density Request Exceeds Reasonable Standards

The proposed 44 dwelling units per acre is excessive and inconsistent with responsible development practices. While recent Texas legislation permits increased multifamily density in certain circumstances, even those provisions typically cap density at 36 units per acre. This request substantially exceeds established guidelines and sets a dangerous precedent for future developments that disregard community infrastructure capacity.

Insufficient Public Notification Process

Texas Local Government Code Section 211.007(c) requires written notice to property owners within 200 feet of proposed zoning changes. With only 14 letters reportedly sent and a rushed 14-day review period before the Planning & Zoning Commission meeting, many affected residents were denied adequate opportunity to understand and respond to this proposal. This procedural deficiency undermines due process and may invalidate the zoning proceedings.

Requested Action

I urge the City Council to:

- Deny this proposal until comprehensive traffic safety studies are completed
- Reject the excessive density request and enforce appropriate zoning standards
- Verify full compliance with state notification requirements
- Provide adequate time for meaningful community input

The City has a legal duty to protect residents' safety and follow proper procedures. This development fails both tests.

Please include this correspondence in the official record for the December 2, 2025 City Council hearing.

Sincerely,

Kimberly Simonson
4620 Gentle Glen Dr.

I am writing to formally oppose the proposed rezoning Case No. PLZ 2025-133 (Planned Development 148) at the southeast corner of East Hebron Parkway and Marsh Lane. My opposition is based on several significant regulatory compliance concerns and potential breaches of state law that require immediate attention before the City Council hearing on December 2, 2025.

1. Inadequate Public Notice - Violation of Texas Local Government Code §211.007(c)

Texas Local Government Code Section 211.007(c) mandates that written notice of public hearings on proposed zoning classification changes must be sent to each property owner within 200 feet of the subject property before the 10th day before the hearing date [Texas Statutes](#). According to information provided, only 14 notification letters were sent on October 23, 2024, despite the proximity of numerous residential properties within the 200-foot radius.

This limited notification appears insufficient to satisfy statutory requirements and raises questions about whether the City fulfilled its legal obligations to properly notify all affected property owners. Inadequate notice undermines due process and may expose the City to legal challenges that could invalidate any zoning decisions made without full statutory compliance.

2. Excessive Density Request Inconsistent with Zoning Classifications

The developer is reportedly requesting 44 dwelling units per acre when the proposed MF-18 zoning classification designation typically indicates a maximum of 18 dwelling units per acre. While I acknowledge that recent Texas legislation (SB 840) allows municipalities to permit multifamily density up to 36 units per acre or the city's highest allowed density, whichever is greater, in certain commercial zones [LOCAL GOVERNMENT CODE CHAPTER 218. REGULATION OF MIXED-USE AND MULTIFAMILY RESIDENTIAL USE AND DEVELOPMENT IN CERTAIN MUNICIPALITIES +2](#), the requested 44 units per acre substantially exceeds even these expanded parameters.

This excessive density request:

- Conflicts with the fundamental purpose of the MF-18 zoning classification
- May violate the City's own Comprehensive Zoning Ordinance standards
- Creates precedent for future developments that disregard established density limitations
- Demonstrates the developer's disregard for community character and infrastructure capacity

3. Public Safety and Infrastructure Liability

The intersection of Hebron Parkway and Marsh Lane is already documented as one of Carrollton's most dangerous intersections. Adding 396 apartments and 10 townhomes (plus retail and restaurant traffic) to this location will:

- Exponentially increase vehicle trips per day, exacerbating existing safety hazards
- Create foreseeable risks to pedestrians, cyclists, and motorists
- Potentially expose the City to liability claims if accidents increase following development approval
- Strain emergency response times and capabilities in an already congested area

The City has a duty to consider public safety in land use decisions. Approving high-density development at a documented dangerous intersection without comprehensive traffic studies and mitigation plans may constitute negligent land use planning.

4. Inadequate Time for Community Review and Response

The compressed timeline between the October 23 notification and the November 6 Planning & Zoning Commission meeting (only 14 days) provided insufficient opportunity for affected residents to:

- Understand the proposal's full implications

- Conduct research on their rights and options
- Organize meaningful community response
- Prepare substantive comments for the public hearing

This rushed process undermines the spirit of public hearing requirements established in Texas Local Government Code [Texas Statutes](#) and suggests the process prioritized developer interests over community input.

5. Request for City Council Action

I respectfully urge the City Council to:

1. **Verify full compliance** with Texas Local Government Code notification requirements before proceeding
2. **Reject the excessive 44 units per acre density** request and require adherence to appropriate zoning standards
3. **Mandate comprehensive traffic impact studies** and safety mitigation plans before any approval
4. **Extend the public comment period** to allow adequate community review and response
5. **Deny the current proposal** until these regulatory and safety concerns are properly addressed

The City of Carrollton has both legal obligations and moral responsibility to its residents to ensure proper procedures are followed, public safety is prioritized, and community character is preserved. This proposal, as currently structured, fails to meet these standards.

I request that this email be included in the official record for Case No. PLZ 2025-133 and distributed to all City Council members before their December 2, 2025 hearing.

Thank you for your attention to these serious concerns.

Respectfully,

Mike Simonson

Hi Emily,

This is Matt Garrett, I spoke at the P&Z meeting representing the 101 homes in the Estates in High Country at Marsh Ridge and Hebron as the HOA president.

The general consensus of the neighborhood stands opposed to the multifamily zoning, but not opposed to retail or even townhomes that would be single family sold to individuals.

We are all aware of the quality that the Billingsley's have brought to our area and we are very supportive and grateful.

However, when it comes to this particular property in this area as multifamily, we feel it is a use that should never be due to the fact that this was "international business park" zoning... which many years ago was done and supported by past community involvement to prevent multifamily from being in this area. Asking for a change at the near end of their buildouts is not fair to the community or the original idea we were presented years ago.

Of course we can bring up traffic. We can bring up lots of other issues that come along long-term with multifamily.. but I am certain you will hear lots of that . Henry and Lucy brought IBP to us. We are good with that.. not multifamily on this property so close to the established single family neighborhood that exist in this area.

Matt Garrett
2226 Arbor Crest Dr.
Carrollton, TX 75007
President, Estates in High Country HOA

4

CARROLLTON TEXAS PLANNING & ZONING APPEARANCE CARD

Please complete this card and submit it to a city staff member prior to the beginning of the meeting.

Name MATT GARRETT Phone 214-878-3823 Date 11/6/25

Address 2226 ARBOR CREST DR City CARROLLTON Zip 75007

Public Hearing Agenda Item # (4) PLZ 2025-133 IBP9

☐ I wish to speak IN FAVOR of this item. ☒ I wish to speak IN OPPOSITION to this item.

☐ I do not wish to speak; however, please record my ☐ SUPPORT ☐ OPPOSITION.

Please identify the group or organization you represent, if any: ESTATES IN HIGH COUNTRY HOA

Please read and comply with the
"Guidelines for Speaking at City Government Public Meetings."

Hello Emily,

I live in "The Estate" community on Marsh Ridge and Hebron Parkway. As reported a high density development is being pushed through the already dangerous intersection of SE corner of Hebron Pkway and Marsh that threatens

- Increased traffic and dangerous congestion
- TX DOT query revealed approximate 250 car accidents on this intersection over past 5 years
- Delayed risk in emergency response times due to heavy traffic
- Safety risk for pedestrian

We are not against development but for safe responsible and transparent planning . This level of density - 406 units is not just high but hazardous. Hence we request to please reconsider this plan

Thanks

Shalini Kumar

2233, Arborcrest Drive , Carrollton TX 75007

My name is Sharon Olson. I am 79 years old. I have lived in Carrollton since 1980 and in my house at 3481 Kelly Blvd. in the Highlands since 1999. I vehemently oppose this high-density multifamily initiative. The intersection of Hebron and Marsh is already very dangerous to navigate during morning and evening rush hours. I can't even imagine driving through that intersection after 406 new units are built. I have lived in Chicago, St. Louis, 2 cities in Connecticut, Oak Creek, WI, Bermuda and West Palm Beach. I am familiar with many cities and their traffic issues. I do not want the traffic that is already perilous at that intersection to get worse by drastically increasing the population density on that corner or any other undesirable location near the quiet suburb I live in. Thank you..

Sharon Olson

3841 Kelly Blvd.

Carrollton 75007

I am opposed to this case on southeast corner of East Hebron Parkway and Marsh. This plan would overwhelm our infrastructure and safety.

William C. Yarbrough
2308 Highland Heights Ln
Carrollton, TX 75007

Hello Emily,

Please do not build more multi family units near Hebron and Marsh in Carrollton. The congestion at that intersection is already dangerous with a high level amount of traffic and more importantly accidents.

The infrastructure can't hold this development.

The safety and consideration of the surrounding neighbors and its impact should be of highest concern.

Thank you,
Tricia Shotwell
1501 Arrowhead Lane
Carrollton 75007

I oppose the above case number to add a high-density development at the intersection of Marsh Lane and E. Hebron Parkway.

This is already a HIGH traffic area and dangerous intersection, often with traffic backed up in 4 directions. Adding even more traffic to this area would overwhelm our subdivision, create even more congestion and increase the risk of vehicle accidents (and, possibly crime).

Therefore, I respectfully OPPOSE rezoning this area to accommodate development of multifamily housing. We need LESS traffic in this area, not more,

Respectfully,

Douglas Word
3838 Kelly Blvd.
Carrollton, TX 75007

My name is Gary Miller. I am a homeowner in the estates of high country. I am writing in complete opposition to the idea of multifamily apartments @ Hebron and Marsh. The amount of traffic that this would bring is concerning since Marsh is a two lane road. Marsh ridge is already congested from thru way traffic. The added strain on our schools is concerning. My property value would plummet. My school taxes would increase and the overall crime rate in my area would undoubtedly increase. It has been zoned appropriately for the last 25 years. To change it now would be unfair to the many families that moved into my neighborhood for the safe environment of raising our families. I think the idea of retail stores would be acceptable as it is a prime area for business. I implore the council to make the correct decision in stopping these apartments from changing the area I moved into 25 years ago. Thank you for your open ear to my plight.

Dr Gary Miller
2231 arbor crest Dr. 75007
I hope you were flooded with responses.

Emily,
It has been brought to my attention about the multiple housing units planned for the corner by Marsh and Hebron. That is so far beyond the limit allowed. There is tremendous traffic issues there currently. The number of school traffic cars with high schools and all is difficult enough to maintain safety.
Please reconsider the massive amount of residents in that area with the many schools involved.

Thank you for your consideration.

Karon Little
Warmington Meadows neighborhood
2613 Serenity court
Carrollton, Tx 75010

Ms. Offer,

My name is Kathleen Harder and I live at 2314 Aberdeen Bend in Carrollton. I am emailing to express my opposition to the zoning change at the corner of Hebron and Marsh. I live in this neighborhood and it is already very difficult to get out of my neighborhood in the a.m. because of traffic on Marsh and Marsh Ridge. I do not want another 400+ residents.

I appreciate your consideration.

Ms. Offer

I am a Lifetime resident of The City of Carrollton and currently reside in the Estates of Highcountry at the corner of Marsh Ridge and Hebron Parkway(2231 Meadow Drive). Hopefully, there is no need to educate you on the incredible traffic congestion along Hebron Parkway throughout most of the day. I have lived in my home since 1985 and the traffic has gotten worse and worse. Egress out of my neighborhood in the morning is IMPOSSIBLE even using the existing traffic signal at Marsh Ridge and Hebron during school hours. At other times of the day and especially on Sunday morning(services at Prestonwood Church) it is virtually impossible to travel east on Hebron due to the volume of cars using the road. During less congested times of the day it is still very difficult to move east and west on Hebron between Midway and Spurwood. It is unimaginable to think the City would allow any development of multi family at the intersection of Marsh Lane and Hebron Parkway! Adding hundreds of automobiles for development of multi family can't be considered! Please let your community know you care by not supporting such a ridiculous request.

Thank you
Keith Vanderburg

Ms. Offer,

I live in the Estates of High Country at 2231 Meadow Drive since 1985. I am in Opposition of the case to rezone to Multifamily!!! I can't imagine with all the heavy traffic and congestion already in place that you would even consider supporting such a request! Other uses of the property can be look at but 406 units plus retail would bring to much traffic plus other issues. We need development that would not bring so much more quantity of cars.

Thanks Lisa Vanderburg

Hi Emily, I hope all is well!

I'm writing to oppose the rezoning request for Case PLZ-2025-133 at Hebron & Marsh. The proposal increases density to 406 units with heights up to 60 feet, far beyond standard MF-18 intensity.

The traffic analysis only confirms methodology, not roadway capacity. Hebron and Marsh are already congested during school and commuter peak times. Adding hundreds of vehicles will worsen delays, increase noise, and push cut-through traffic into nearby neighborhoods.

The scale, height, and density negatively affect surrounding property values and do not fit the area's current development pattern.

Please deny this request and maintain existing PD-148 conditions.

Much obliged,

Murphy Moulds

2323 Heatherwoods Way

I OPPOSE the above case number to add a high density development at the intersection of Marsh Lane and E. Hebron Parkway.

This is currently a very HIGH traffic area and a dangerous intersection, often with traffic backed up in all directions. Adding even more traffic to this area would overwhelm our subdivision, create additional congestion and potential vehucilur accidents - and potentially increase crime. Therefore, I respectfully OPPOSE rezoning this area to accommodate the development of multi family housing. We need LESS traffic in this area, certainly not MORE.

Respectfully,

Gloria Dale Word

3838 Kelly Blvd.

Carrollton, TX 75007

Dear Council Members,

I am writing to express my **opposition** to the proposed apartment complex at the intersection of Hebron Pkwy and Marsh. While I support responsible development, I am very concerned that this project will significantly increase traffic in an area that is already heavily congested. Daily backups are common, and adding a large residential complex will only worsen conditions for current residents and commuters.

My husband and I recently purchased our first home in this neighborhood. We chose this area because of its beauty, character, and sense of community. It would be disheartening to see those qualities—and potentially our home's value—negatively impacted by a development of this scale.

Additionally, I am concerned that nearby communities were not properly notified about this proposal. Many neighbors I have spoken with were unaware of the project until very recently, and it seems that the outreach process did not fully inform those who will be most affected.

I respectfully request that the council reconsider this proposal or postpone any decisions until a more thorough community notification and feedback process can take place. Ensuring that residents are adequately informed and heard is essential for responsible planning.

Thank you for your attention to this matter. I appreciate your service and consideration.

Sincerely,

Elize Daryapayma

2334 Aberdeen Bend

Carrollton, TX 75007

I am writing to advise you of my OPPOSITION to the above referenced case. I live two houses away from Hebron Parkway, one block west of Marsh Ridge Lane. Throughout the thirty-plus years we have lived here, we have been affected by the widening of Hebron and the increased traffic. For years, we were used to such an increase of traffic heading west that it often took us ten minutes to turn left on Hebron. For the past few years, we are often spending that amount of time now just to turn right. Accidents are frequent on this stretch of road, many causing serious injuries. At least one accident caused a death.

Now the City proposes to allow the Billingsley Company to build 786 multi family units, plus 47 townhomes at Horizon Pkwy. and Midway in addition to 406 more units at Hebron Pkwy. and Marsh Ln. The increased traffic from such dense development will make driving east on Hebron untenable. I used to be a Carrollton city council member twenty-five years ago and I understand the importance of providing affordable housing for members of our community and those who desire to live here.

My main objection is to the density of the proposed sites, totaling 1,239 units. These units may house at least one and up to four people, for a possible number of 1,239 to 3,000 people. Since there is no public transportation near the area, we can assume about 2,000 extra cars in the area. A tremendous number of cars travel from west Carrollton and Lewisville to the tollway.

Prestonwood Baptist Church is right next to the proposed units and generates a great deal of traffic every day, not only on Saturdays and Sundays.

I believe that a property owner has the right to try to maximize their profit when developing their property. I also believe that the city has a duty to consider the impact on its citizens of the proposed development. In the present case, balancing these two interests, it would be helpful to we citizens to reduce the density of each of the projects. We would prefer at least a fifty percent reduction in each of the sites. While we would still feel a large impact from this development, such a reduction would address my concerns previously mentioned.

Please consider this request made in good faith. If we had wanted to live in a traffic intense city we would have moved to Frisco. I appreciate your time and consideration to this very important matter.

Bonnie Kaplan
2232 Meadow Dr.

I am strongly OPPOSED to rezoning to multi family as described in case No PLZ 2025-133 IBP 9 as it will add to traffic problems that already exist, as well as adding to ongoing road surface deterioration due to increased traffic congestion. We already see an increase in auto accidents and approving this rezoning will surely increase numbers of accidents that will create more injuries and possible fatalities, not to mention the added strain on Carrollton Fire and Rescue facilities and crews. Add to this already serious problem is the construction underway at Horizon North and Midway Rd. by Billingsly. East bound on Hebron Pkwy is already a major traffic issue especially with the railroad tracks and long freight trains and this rezoning will make it even worse than it currently is. The Oak Creek tennis center will be a major loss to the surrounding communities certainly for the residents of Oak Creek Estates.

I will be attending City Council meeting on 12-2-2025 to show my opposition to these projects.

Eric Kaplan MD
2232 Meadow Dr
Carrollton Tx 75007

I want to voice my opposition to the above referenced re-zoning proposal. My name is Gary Barnes and I reside at 3860 Kelly Blvd. Carrollton, TX 75007

I believe this is not the best use of the proposed location. I am not opposed to growth but I feel that this site has a real potential to be a hazard to the local community.

The proposal would inject far too much traffic at the intersection of Hebron and Marsh. This intersection is already a dangerous intersection. As a resident nearby this location and one who travels through this intersection regularly I believe adding more congestion with the proposed high density housing would increase the danger of that intersection as well as add more traffic to Marsh and Hebron which are already dangerous enough. Just examine your accident reports and first responded activity.

In addition more congestion is on the way from the Billingsly Company construction of 786 multi family and 47 townhomes off of Horizon and Midway.

These two projects would overwhelm our infrastructure and safety.

I'm not against responsible and safe planning but the level of density is just too hazardous.

I call on the City Council and mayor to oppose this proposal.

A more suitable plan would be for single family homes which would bring more long term residents and would benefit the city and residents of Carrollton by building our community adding more to the tax base and upholding our standard of living in North Carrollton.

Respectfully
Gary Barnes
3860 Kelly Blvd.
Carrollton, TX 75007

Statement: Firmly oppose to the proposed rezoning of the multifamily

Where: SE corner of E. Hebron & Marsh Lane

Name: Irene Palasciano

Address: 2314 Colleen Court, Carrollton Texas 75007

Thank you.

Irene Palasciano

Dear Members of the City Council,

I'm writing to share my concerns about the proposed apartment complex planned for the intersection of Hebron Pkwy and Marsh. This area already experiences significant traffic congestion, and adding a high-density residential development would place even more strain on our roads and local infrastructure. Many of us who drive through this intersection daily already struggle with long delays.

I'm also troubled by the lack of communication surrounding this proposal. Several residents I've spoken with were unaware of the project until very recently, which raises concerns about whether nearby communities were properly informed.

I respectfully ask the council to either revisit this proposal or pause any decisions until a more comprehensive community outreach process can take place. Transparent communication and meaningful community input are essential to maintaining trust and making responsible planning decisions.

Thank you for your time and consideration.

Sincerely,
Iman Fooman
2334 Aberdeen Bend
Carrollton, TX 75007

Emily Offer, this is Jeff Patrick and my address is 2305 Aberdeen Bend, Carrollton. I am writing to express my strong concerns and opposition to the proposed rezoning of the land at the Southeast corner of E. Hebron Pkwy and Marsh Lane. The sizeable increase in population brings with it even more traffic to a dangerous area bordering several established residential areas and also increased demand on our water supply that is already experiencing low water pressures in a frequent basis. I just found out about this rezoning and have no understanding if there have been adequate studies on these concerns before this action is finalized or if it meets all of the regulatory requirements for this much of an increase of traffic or demands on our resources. Combined with the multifamily development near Horizon N. Pkwy and Midway with 786 units plus retail stores so close to us as well, the additional volume and demand may well make things much worse for those of us who live across the street and have not been able to know just how much worse this will impact us.

I am not opposed to growth, but I am opposed to excessive growth that places existing properties in worse conditions until adequate preparations are made to minimize the resulting dangers or stress on resources before adding more problems to the mix. I do hope these and any other unresolved concerns are addressed before this action is finalized.

Regards, Jeff Patrick

My name is Gaye Lynn Trusty.

2306 Aberdeen Bend
Carrollton, TX 75007

This email is long, but the bottom line is I am concerned about the development of the multifamily housing and what it is going to do for our community in the way of traffic, water use and drainage. My personal opinion is we need a grocery store over here. We have to drive a way to get to any kind of store. The other issue is the drainage that will be affected if they build a parking lot and more courts (Pickleball) and what it will do to us in The Highlands I live on the creek and during bad storms or heavy rain we get so much drainage that the water crests the top and comes into our yards already. I want to make sure there is going to have an engineer that is going to look at ALL of this before they start building. I want to know what they are going to do about the traffic and safety of the intersections coming out of our neighborhood.

I am writing about 2 things. The proposed rezoning for multi-family development at the corner of Hebron and Marsh. As I am not opposed to city growth, I am concerned about this development as a safety concern for our community.

I have personally been in an accident at the corner of Hebron and Marsh. It was my fault but non the less, it happened. My good friend Jenny Garoutte was t-boned at the intersection of Marsh and Kelly. The traffic is already an issue around us. There are no traffic lights where there should be. People are already using Kelly as a thoroughfare to get to Rosemead. They speed through the neighborhood even with the two speed bumps near Marsh. If we add more multifamily housing to the community, our traffic and other incidents will obviously impact the community around us. I have no idea how the water supply will be impacted with the addition of the hundreds of units proposed in the development. We are already being told that we need to help with the water supply by not using our sprinklers or using them on a limited schedule. We receive notices about these issues.

I am curious why the community was never presented the detail about the proposed development. It seems to me that we should be notified since it is going to impact our day to day lives. If I hadn't been notified by a neighbor, I would have never know about it.

The other concern I have is the development that has either been proposed or approved regarding the changes/additions to the tennis courts across the street from The Highlands. I know the city is aware that there have been drainage issues from the development from many years ago. The city built a beautiful creek to help with the issues. However, we are still impacted with overflow and back up of debris from that area. The last huge storm we had caused so much damage to our homes, trees, and water back up. I am not sure the city realizes how much water already comes through our subdivision. It crested the walls and into our yards. It had so much debris and such a rush of water that it backed up even further and actually broke the bridge at Kelly. It damaged some people belongings and decks, etc.

If we add more development there, take away the natural flow of things the way they are, what is it going to do to us?

I would like to see the survey and analysis done by either the City or County engineers (maybe the Corp of Engineers) that determined this new development will not impact us.

Lastly there is a home at the end of the creek owner by Oscar Flores. He has built his own retaining wall on his property to protect him from the water issues. It looks to me like the wall is on the city easement, but I can't tell for sure. Can you tell me how we locate the documentation, survey and permits for this addition to his property? Do you know if the City of County requested or performed a survey to determine if the draining of this creek will not impact the other homes behind him? I know there is a backup issue already at that area as I have seen it myself. As I mentioned earlier the water crests our retaining wall now in bad rainstorms. I have been trying to locate these documents and have been unsuccessful. My next step is to contact the county to find out what the requirements are, if permits were needed/obtained and if it is over the easement. I personally will have major issues if that development and the future development across Marsh affects us.

By the way (off topic) the wall of the creek (in some areas) is in bad shape. Stones are pushing through. Trees are coming through them. Some areas (across the creek from me) look like they are about to cave in. The city tells us that it is our responsibility to repair the walls. No one is going to do that. The city built it. The city maintains the growth in the bottom of the creek (not as often as they should). Seems to me it should be the city's responsibility to take care of the walls.

Re: Rezoning - Case No. PLZ 2025-133 IBP 9

Please know I strongly oppose the proposed rezoning to Multifamily. This change would add to current traffic congestion, strain already overburdened infrastructure and compromise public safety. The increased density means more vehicles, more delays and higher risk of accidents. Again, I strongly oppose this rezoning to Multifamily and strongly encourage the City Council to deny this rezoning.

Sincerely,

John McIntosh, homeowner
4601 Golden Mew Dr.
Carrollton, TX 75010

Emily,

My name is Kirk Doyle, I live at 4009 Ridgecrest Trail, Carrollton 75007.

I live and work approximately one mile from this location off of Hebron and Marsh.

I drive Hebron Parkway everyday for work and pleasure and this change would increase my chances of having an accident.

The proposed zoning change for Case No. PLZ 2025-133 IBP 9 will cause greater traffic density and problems. As a citizen of Carrollton, I am totally opposed to this zoning change. Please do not allow this change to occur.

Thanks.

Kirk Doyle

My name is Regan Winberry and live on 1911 Primrose Ln. We do not need another multi family housing in this area. We do not want this to be rezoned. There is too much traffic on Hebron already and will become a nightmare if this is passed.

Ms. Offer,

My name is Russell Harder and I live at 2314 Aberdeen Bend in Carrollton. I am emailing to express my opposition to the zoning change at the SE corner of Hebron and Marsh. I live in this neighborhood and it is already very difficult to get out of my neighborhood in the morning because of traffic on Marsh and Marsh Ridge. I do not want the added congestion that additional multifamily housing would bring to the neighborhood.

Emily,

My name is Shelly Doyle, I live at 4009 Ridgecrest Trail, Carrollton 75007.

I live and work approximately one mile from this location off of Hebron and Marsh.

I drive Hebron Parkway everyday for work and pleasure and this change would increase my chances of having an accident.

The proposed zoning change for Case No. PLZ 2025-133 IBP 9 will cause greater traffic density and problems. As a citizen of Carrollton, I am totally opposed to this zoning change. Please do not allow this change to occur.

Thank you,

Shelly Doyle

We live in NE Carrollton and oppose the approval of this project due to traffic and safety concerns.

"The developer is requesting 44 dwelling units per acre, more than double the state-allowed maximum of 18 units per acre".

Thank you

--

Kathryn Gielisse
4667C Rhett Lane, Carrollton

Having lived in the Highlands for almost 40 years, I can promise you we are maxed for traffic at Kelly and Marsh. Several times during the day we have to turn right and u-turn to go north! I love our neighborhood and I don't want to see it lessened by traffic cutting through it or just traffic build up!!! Whatever you can do to help us would be so appreciated!!!

Having lived in the Highlands for almost 40 years and truly loving the location, I was so disappointed to hear there may be apts as well as retail going in this location! The traffic on Marsh is already hard to manage. Several times of the day you have to turn right, go up and u-turn to go north!!! And the traffic on Kelly that cuts right through our neighborhood would be unacceptable! Please help us if you can to keep some parts of North Carrollton desirable to people moving to the Dallas area. It is a real gem to us!!

Milton and Cindy Painter
Aberdeen Bend

Please do not put a multi use family development at the intersection of Hebron and marsh. There's way too much traffic there all day every day anyway and this would not be a good use of space. Way too dangerous at this intersection. I've seen numerous accidents here. Originally zoned commercial, and that would be a much better idea. I'm sure we can find another track of land somewhere with less traffic for this development.

Thanks for your consideration.

Beth Christensen
2636 Mossvine
Carrollton TX

I am in "OPPOSITION" of Case PLZ2025-133IBP 9

Thanks!

2325 Aberdeen Pl Carrollton Texas 75007



ABEL LOPEZ
CEO & FOUNDER



☎ 469-853-4126
🌐 www.claystudentleadership.org
✉ abel@claystudentleadership.org
📍 17150 Butte Creek Rd. #100
Houston Tx. 77090

Impacting Lives One Leader At A Time

Dear Council members, I strongly "oppose" this rezoning request. While the city may have met the bare minimum legal requirement by notifying corporate landowners within 200 feet, it failed to notify the actual residents whose daily lives will be affected by increased traffic, safety risks, and infrastructure strain. from 2020 to 2025, there have been 250 reported accidents at this intersection—and 2025 data is still incomplete.

If future accidents occur, the consequences will be borne by the families who live here—and by those who approved this plan despite clear warnings. Are you willing to accept that responsibility?

To make matters worse, at yesterday's city meeting, the revamp of Oak Creek Tennis center was unanimously approved by council members. Speakers from McKinney, Plano, and Prosper—none of whom live in Carrollton—were given space to advocate for the initiative. Their voices were heard. Ours were silenced. This decision guarantees even more traffic and out-of-town drivers converging on our already strained roads. The impact on Carrollton residents will be direct, daily, and dangerous. I plead with the Mayor and City Council Members who represent us to reject this Multi-family proposal. Please put your constituents legitimate concerns first.

**KEEP CARROLLTON
RESIDENTS SAFE
MORE TRAFFIC
MEANS MORE
ACCIDENTS**

Major Community Safety Concerns.

While the city may have satisfied the minimum legal requirement by notifying corporate landowners within 200 feet, it failed to notify the residents whose homes, commutes, and safety will be directly impacted by increased traffic, heightened risk, and strained infrastructure.

From 2020 to 2025, there have already been 250 reported accidents at this intersection—and 2025 numbers aren't even fully in. This rezoning request may be legal—but it is not ethical, not transparent, and certainly not centered on the community it affects.

Your constituents will live with the consequences. If future accidents occur at this intersection or nearby, the responsibility will rest with those who chose to ignore the warning signs. Let it be recorded the City of Carrollton received numerous emails from concerned residents regarding this rezoning request. Are you prepared to own that responsibility?

11/19/2025

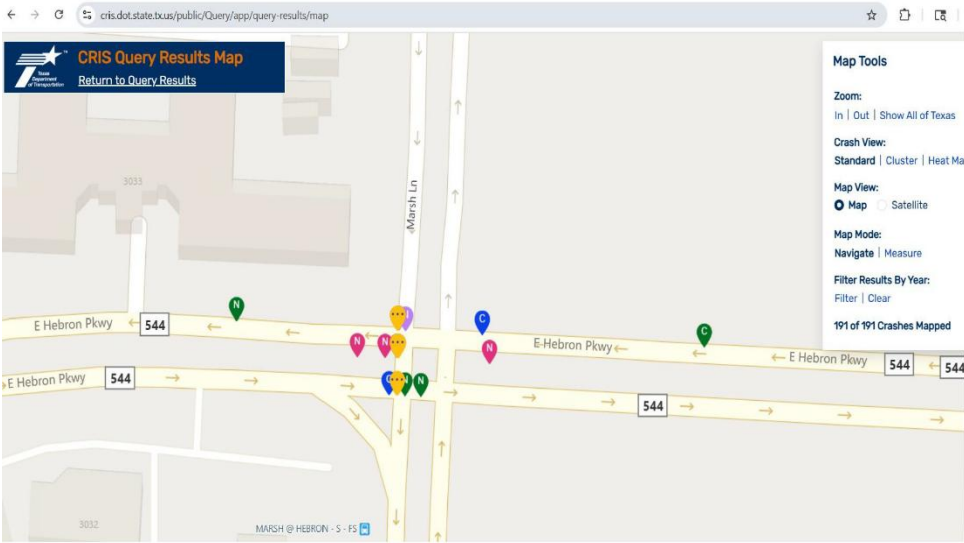
2

⚠️ Potential Manipulation or Legal Gray Area

- Is it illegal? Not necessarily—if the city follows the letter of the law.
- Is it misleading or exclusionary? Arguably yes, especially if:
 - The affected community is larger than the notification radius.
 - The city relies solely on minimum legal notice without broader outreach.
 - The timing or placement of signs and hearings makes public input difficult.
 - The fact that the land is only 1.12 acres might make it seem minor—but if it's being rezoned for multifamily, the density and traffic impact could be disproportionate to the parcel size.

Sample Footer Text

3



Hebron Parkway & Marsh Lane

With proximity to large churches like Prestonwood Baptist and numerous businesses, this intersection is known for erratic traffic surges, especially on weekends and during service hours. Hazard Indicators: Unpredictable traffic patterns. Vehicles turning from church lots during peak times. Drivers often ignore red lights or make hurried turns. This leads to a high number of side-impact collisions, often involving multiple vehicles and sometimes resulting in fatal crashes.

Listed as Carrollton Most dangerous Intersection. Per Hartley Law Personal Injury Attorney website.

11/19/2025

Sample Footer Text

4

A	B	C	D	E	F
OWNER_NAME	OWNER_ADDR1		OWNER_ADD1	OWNER_CITY	OWNER_STATE
AVALON DEMENTIA CARE GROUP LLC		1625 N STEMMONS FWY	DALLAS	TX	75207-3411
AVALON MARSH I LLC		1625 N STEMMONS FWY	DALLAS	TX	75207-3411
BCO TURNPIKE DISTRIBUTION CENTER M LLC		1722 ROUTH ST STE 770	DALLAS	TX	75201-2588
BENT TREE BIBLE FELLOWSHIP		4141 INTERNATIONAL PKWY	CARROLLTON	TX	75007-1907
CROSS DEVELOPMENT 7B CARROLLTON LLC	registered agent, /traffic analysis report co.	4336 MARSH RIDGE RD	CARROLLTON	TX	75010
GULATI REAL ESTATE INVESTMENTS LLC	House / Sali Gulati-DIRECTOR / GULATI Investment	3100 ROYAL ASHDOWN CT	PLANO	TX	75093-6374
IBP RETAIL NO 8 LTD		1722 ROUTH ST STE 770	DALLAS	TX	75201-2588
INTERNATIONAL TECH CENTER DALLAS LLC		5550 LBJ FWY STE 100	DALLAS	TX	75240-2359
KCP RE, LLC	C/O SCHWARTZ, KALES ACCOUNTANCY CORP	6310 SAN VICENTE BLVD STE 250	LOS ANGELES	CA	90048-5447
MOUNTAINPRIZE INC		200 GALLERIA PKWY SE STE 900	ATLANTA	GA	30339-5945
QALAM EDUCATION FUND INC		4200 INTERNATIONAL PKWY	CARROLLTON	TX	75007-1930
RACETRAC INC		200 GALLERIA PKWY SE STE 900	ATLANTA	GA	30339-5945
SLU II LLC		4801 S BILTMORE LN	MADISON	WI	53718-2108
TRANSPACIFIC RESOURCES		539 W COMMERCE ST #5310	DALLAS	TX	75208-1953

All Corporate Owners . Lack of transparency to communities. Dallas Morning news ad posted Nov 16, requires subscription to view.

11/19/2025

Sample Footer Text

5



Heading northbound toward Hebron Parkway

11/19/2025

Sample Footer Text

6



Heading toward the intersection at Marsh Lane and Hebron Parkway Intersection from the Highlands community. To the right is the proposed zoning land. Taken during peak traffic hours. Traffic congestion from every direction.

11/19/2025

Sample Footer Text

7



Coming from Prestonwood heading South on Marsh. Major Traffic backup.

Sample Footer Text 8



Major Traffic congestion starting from Rosemeade, Oak Creek Tennis Center, Highlands, High Country Communities, . Heading towards Marsh Lane and Hebron Pkwy Intersection. Cars are at a halt.

Emergency risk for all communities in surrounding areas. Should there be an emergency would be impossible to get through.

Sample Footer Text 9



Traffic during the day, rezoning property to the right. Additional residents will add to this congestion. Can not regulate which direction they drive. We will be impacted with more cars. Adding to safety risk.

Sample Footer Text

10



Heading South Marsh and Hebron Pkwy Intersection. Daily Traffic

Sample Footer Text

11



Traffic impact.
Marsh Lane intersection view
during the day at 4:48 rush
hour hasn't even started yet.

Proposed Zoning in plain view

Sample Footer Text

12



5:08 Traffic, starting to build
Nearby communities making it difficult to
turn into their entrances.

Oak Creek Estates, Highlands,
communities.

Sample Footer Text

13



Highlands Community, and Oak Creek Estates traffic starting to build.

Sample Footer Text

14



Marsh Lane 3900/ Marsh Ridge Cars starting to line up making it difficult to turn onto road traffic coming from

Sample Footer Text

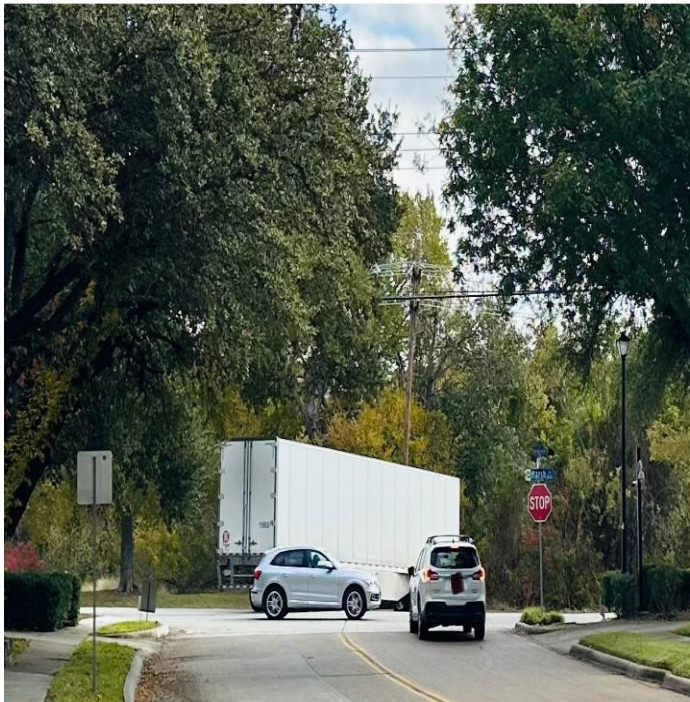
15



Residents trying to turn into their communities.

Marsh Lane 3900/
Marsh Ridge

16



Highlands community Exit -Marsh. Dangerous turns influx of 18 wheelers on the road. Making it difficult to exit community. Major safety concern.

Sample Footer Text

17



"It's increasingly difficult to exit the Highlands communities safely. Ongoing traffic flows at inconsistent speeds, creating dangerous conditions for drivers trying to merge. During peak hours, residents often face wait times of up to 3 minutes just to exit their neighborhood."

Sample Footer Text 18



Visual on ongoing traffic issues, residents trying to turn into their communities.

Marsh Lane 3900/
Marsh Ridge

Sample Footer Text 19



Visual of Traffic Marsh Lane and Hebron Pkwy

Sample Footer Text 20



“An increase in heavy trucks and 18-wheelers is putting added strain on local roads.”
Exponential Damage: Road damage increases with the fourth power of axle weight. That means doubling the weight causes 16 times the damage. According to a U.S. GAO study, one 18-wheeler can cause as much damage as 9,600 cars Marsh Lane and Hebron Pkwy intersection. During non busy hours. Traffic is still heavy.

21



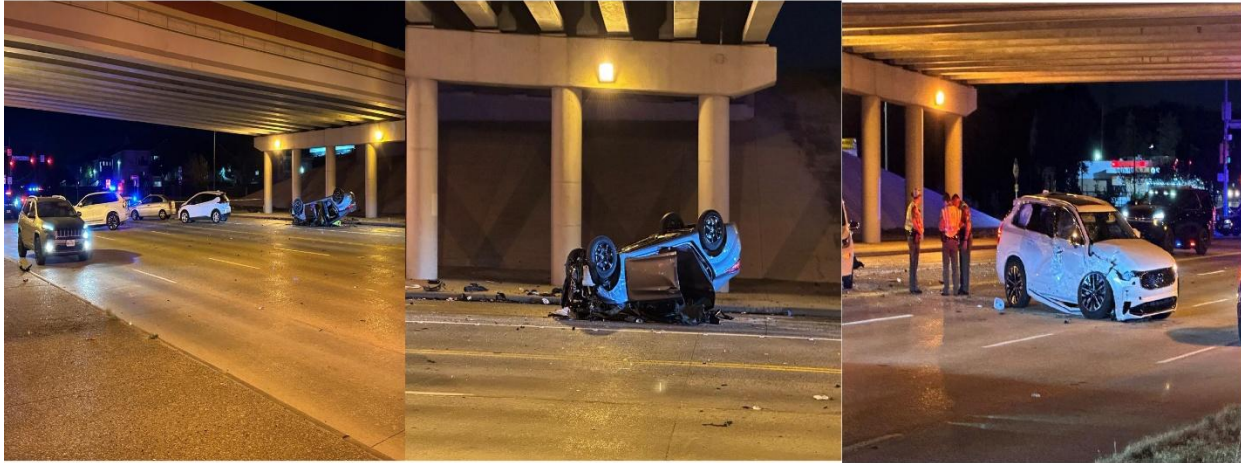
Traffic is heavy in every direction near Marsh Lane (19000–19100 block) and Rosemeade. Congestion spilling over from Marsh Lane and Hebron Parkway.”

Sample Footer Text

22

HORIZON NORTH AND MIDWAY. DEVELOPMENT APPROVED 789 MUTI-FAMILY UNITS.

Current location already had traffic congestion. Units are not even constructed yet. This is their daily situation. Traffic accidents, people impatient, run red lights, stressed to get home.



How could this be approved with current traffic. Please reconsider approving zoning for Marsh Lane and Hebron Pkwy. More traffic means more accidents. Drivers in our communities are not just designated to one proposed exit. We will be drastically impacted. This will be the norm. Please make the correct decision for your community and our public safety interest.

11/19/2025

Sample Footer Text

24



How could this be approved with current traffic. Please reconsider approving zoning for Marsh Lane and Hebron Pkwy.

11/19/2025

Sample Footer Text

25

Thank you,
Priscilla and David Liu
2307 Aberdeen Bend, Carrollton, TX 75007

PLANNING DEPARTMENT
City Of Carrollton

PLANNED DEVELOPMENT NO. 148
DEVELOPMENT NAME: IBP 9

ORDINANCE NUMBER _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS AMENDING ITS COMPREHENSIVE ZONING ORDINANCE TO REPEAL AND REPLACE PLANNED DEVELOPMENT 148, ORDINANCE 3911, ON AN APPROXIMATELY 14.32-ACRE TRACT GENERALLY LOCATED ON THE SOUTHEAST CORNER OF EAST HEBRON PARKWAY AND MARSH LANE; TO CHANGE A PORTION OF THE BASE ZONING FROM (HC) HEAVY COMMERCIAL DISTRICT TO (MF-18) MULTIFAMILY RESIDENTIAL DISTRICT, TO ADD DEVELOPMENT STANDARDS, AND TO ADD CONCEPTUAL PLANS; PROVIDING PENALTY, SEVERABILITY, REPEALER AND SAVINGS CLAUSES; AMENDING THE OFFICIAL ZONING MAP ACCORDINGLY; AND PROVIDING FOR AN EFFECTIVE DATE ON AND AFTER ITS ADOPTION AND PUBLICATION.

WHEREAS, at a public hearing held on the Sixth day of November 2025, the Planning & Zoning Commission considered and made recommendation on a certain request for a Planned Development District (Case No. PLZ 2025-033); and

WHEREAS, this change of zoning is in accordance with the adopted Comprehensive Plan of the City of Carrollton, as amended; and

WHEREAS, the City Council conducted a public hearing on the Second day of December 2025, at which all persons were given an opportunity to present testimony; and

WHEREAS, this change of zoning will distinguish development standards specially applicable to the unique nature of the approximately 14.32-acre tract; and

WHEREAS, the City Council, after determining all legal requirements of notice and hearing have been met, has further determined the following amendment to the zoning laws would provide for and would be in the best interest of the health, safety, morals and general welfare:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:

Section 1.

All of the above premises are found to be true and correct legislative and factual findings of the City Council, and they are hereby approved, ratified and incorporated into the body of this Ordinance as if copied in their entirety.

Section 2.

Planned Development Number 148 located on an approximately 186-acre tract at the southeast corner of East Hebron Parkway and Marsh Lane, generally depicted on Exhibit A, is hereby repealed and replaced in its entirety, to provide the following:

a. Use Regulations

1. TRACTS 1, 3, and 4:

Permitted Uses:

Permitted uses shall be all principal and accessory uses which are allowed by right in the (HC) Heavy Commercial District, in accordance with Article V. of the Comprehensive Zoning Ordinance, as amended, and shall be developed in accordance with all applicable regulations of the (Heavy Commercial) Heavy Commercial District and the Comprehensive Zoning Ordinance, as amended.

A Special Use Permit shall be required for all uses otherwise requiring a Special Use Permit in the (HC) Heavy Commercial District, in accordance with Article V. of the Comprehensive Zoning Ordinance, as amended. Such Special Use Permit(s) shall be subject to the conditions established in Articles XXI. and XXXI. of the Comprehensive Zoning Ordinance, as amended, and shall be developed in accordance with all applicable regulations.

2. TRACTS 2 and 5:

Permitted Uses:

Permitted uses shall be all principal and accessory uses which are allowed by right in the (MF-18) Multifamily Residential District, in accordance with Article V. of the Comprehensive Zoning Ordinance, as amended, and shall be developed in accordance with all applicable regulations of the (MF-18) Multifamily Residential District and the Comprehensive Zoning Ordinance, as amended.

A Special Use Permit shall be required for all uses otherwise requiring a Special Use Permit in the (MF-18) Multifamily Residential District, in accordance with Article V. of the Comprehensive Zoning Ordinance, as amended. Such Special Use Permit(s) shall be subject to the conditions established in Articles XXI. and XXXI. of the Comprehensive Zoning Ordinance, as amended, and shall be developed in accordance with all applicable regulations.

b. Special Development Regulations

Tracts 1 and 2:

1. Development shall be in accordance with the Conceptual Site Plan, as shown on Exhibit B, Conceptual Landscape Plan, as shown on Exhibit C, Conceptual Building Elevations, as shown on Exhibit D, and Conceptual Landscape Elevations, as shown on Exhibit E.
2. Enhanced pavers shall be provided at driving aisle intersections and at crosswalks, as shown on the conceptual plans.
3. All waste receptacles shall be adequately located to ensure maneuverability of servicing, per the General Design Guidelines. All waste receptacles, including toters, shall be screened from streets.
4. Trash Receptacles are permitted between the building and the street, in accordance with the attached conceptual plans.
5. Carports, as defined by the Comprehensive Zoning Ordinance (CZO), shall be prohibited.
6. If any of the tree species specified by the Conceptual Landscape Plan, as shown on Exhibit C, are determined to be unavailable, unsuitable for site conditions, or otherwise infeasible at the time of installation, substitutions may be permitted provided that the replacement species meet the intent of the PD with respect to aesthetic character, form, and environmental performance. Any proposed substitution shall be subject to review and approval by the City Manager or their designee prior to installation.

Tract 1:

1. The pond located north of Building 1, as identified on Exhibit B, shall be a retention pond including a water feature.

Tract 2:

1. Minimum depth of the front setback along Marsh Lane shall be 20 feet.
2. Building height shall be limited to a maximum of 60 feet.
3. Density shall be limited to a maximum of 44 units per acre.
4. Number of dwelling units shall be limited to a maximum of 406 multifamily units.
5. The minimum clearance for the fire lane and mutual access easement through the parking garage shall be 14 feet in height or as required by the Fire Marshal.

6. The following multifamily amenities shall be provided:
 - A. Pool courtyards with seating and grilling areas
 - B. Lounge entry lobby with mail
 - C. Club room
 - D. Fitness center
7. Nellie R. Stevens or evergreen equivalent trees shall be provided along the entire southern border of the site where trees are proposed in accordance with Exhibit C.
8. A continuous 6–8-foot-tall hedge shall be installed along the southernmost boundary of the site, running east–west and located south of the Buildings 3 and 4, as designated by Exhibit C.

Tract 3

1. A maximum of 30 percent of the floor area of any development can be occupied by a warehouse/distribution use; and
2. A 40-foot height limitation shall be imposed along a 500-foot-wide strip of land located on the north side of the ROW of the railroad tracks.

Tract 4

1. A maximum of 95 percent of the floor area of any development can be occupied by a warehouse/distribution use; and
2. A 40-foot height limitation shall be imposed along a 500 foot wide strip of land located on the north side of the ROW of the railroad tracks.

Tract 5

1. Shared parking between all uses and all lots, and parking on a lot separate from the main use (whether required or non-required) shall be allowed by right.
2. Screening walls shall not be required along any property lines.
3. Special development standards for any multifamily residential development shall be:
 - A. Development shall be in substantial conformance with the Conceptual Site and Landscape Plan and Conceptual Building Designs attached herein as Exhibits F & G respectively.
 - B. The maximum number of multifamily dwelling units shall be 380.
 - C. The minimum number of parking spaces for multifamily residential development shall be 1.5 per dwelling unit.
 - D. The requirement that all parking spaces shall be within 150 feet of the dwelling unit served by such parking space (Article X, Section K (I) of the CZO) shall not apply.

- E. The minimum dwelling unit sizes shall be 500 square feet (efficiency), 550 square feet (one bedroom), 700 square feet (two bedroom) and 1,000 square feet (three or more bedroom).
- F. The maximum height of any building shall be 5 stories.
- G. Carports shall not be located between buildings and streets, shall be screened from streets, and shall match architectural features of multifamily buildings.
- H. The parking garage shall not be visible from Midway Road.
- I. All signs shall be in conformance with the Sign Ordinance.

Section 3.

The Comprehensive Zoning Ordinance and the Official Map are hereby amended to reflect the action taken herein.

Section 4.

Any person violating any provision of this Ordinance, upon conviction, is guilty of an offense punishable as provided in Section 10.99 of the Carrollton City Code.

Section 5.

The provisions of this Ordinance are severable in accordance with Section 10.07 of the Carrollton City Code.

Section 6.

Ordinance Number 1470, otherwise known as the Comprehensive Zoning Ordinance, as amended, shall remain in full force and effect.

Section 7.

This Ordinance shall be cumulative of all provisions of ordinances of the City of Carrollton, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

Section 8.

This Ordinance shall become and be effective on and after its adoption and publication.

PASSED AND APPROVED this the Second day of December 2025.

CITY OF CARROLLTON

By: _____
Steve Babick, Mayor

ATTEST:

Chloe Sawatzky
City Secretary

APPROVED AS TO FORM:

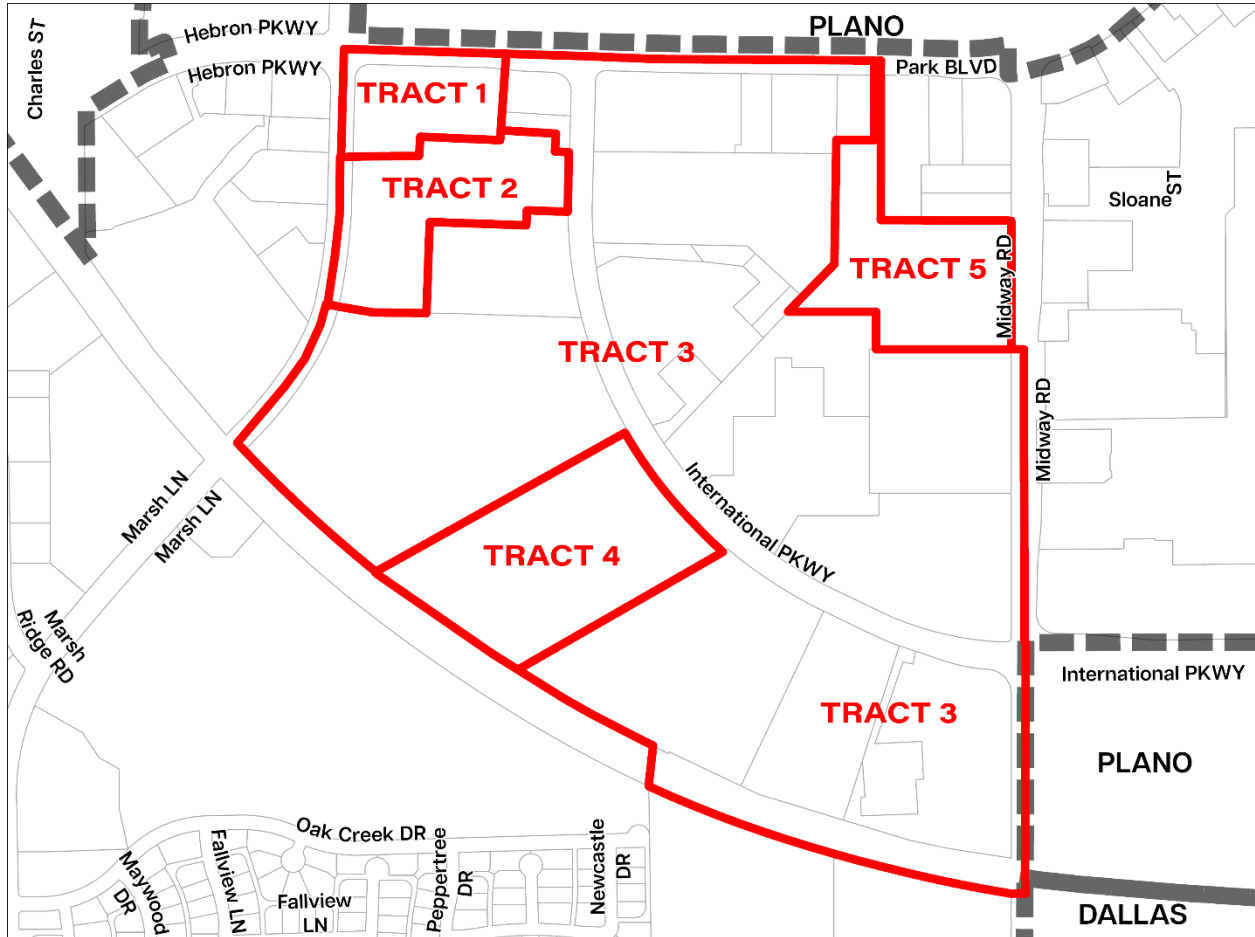
APPROVED AS TO CONTENT:

Meredith Ladd
City Attorney

Emily Offer
Senior Planner

EXHIBIT A

Location and Tract Designation

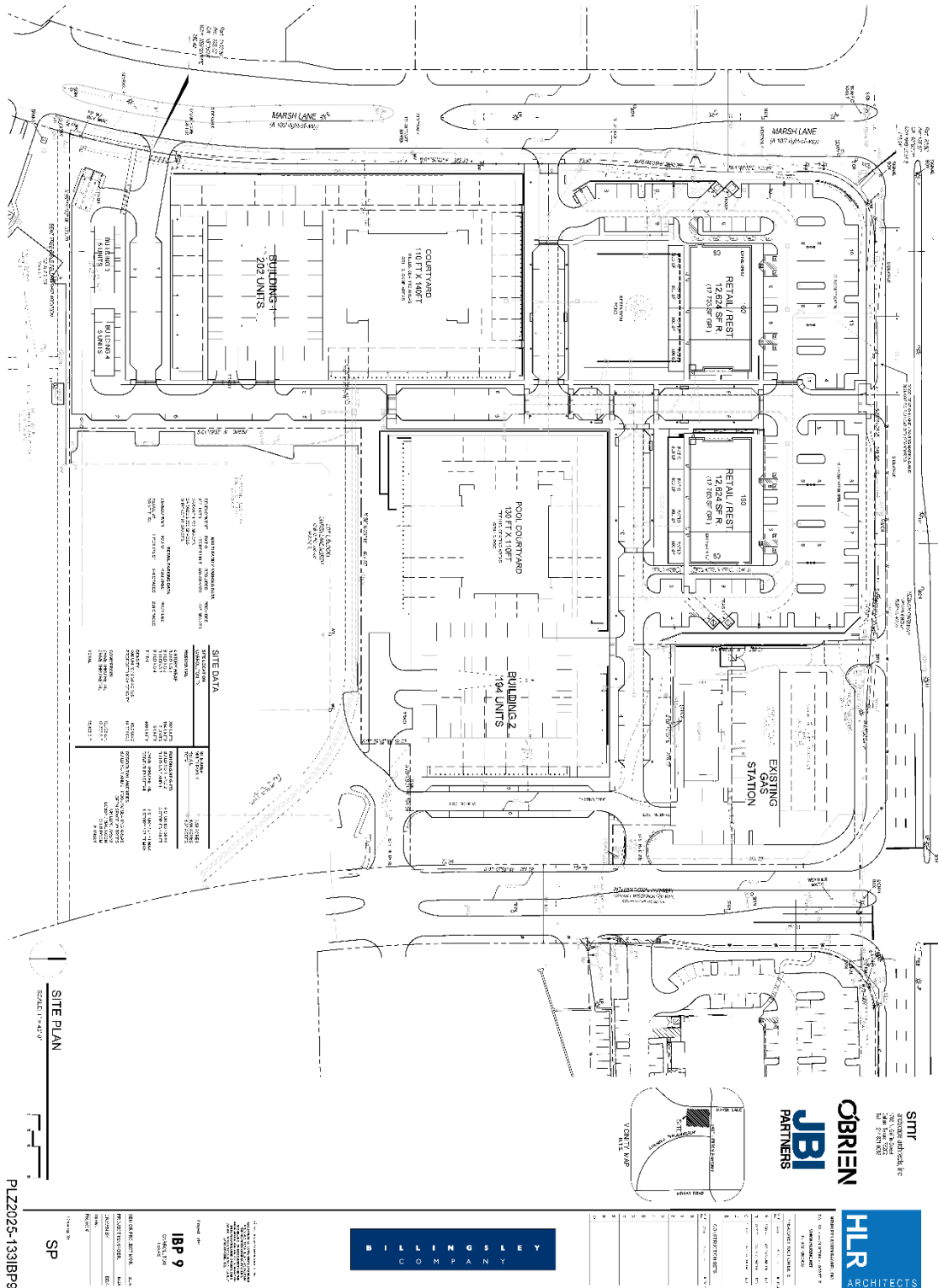


Tract 4 being GADZOOKS INTERNATIONAL SUB BLK 1 LOT 2R

Tract 5 being INTERNATIONAL BUSINESS PARK PH 3 BLK 1 LOT 2

Exhibit B

Tract 1 Conceptual Site Plan



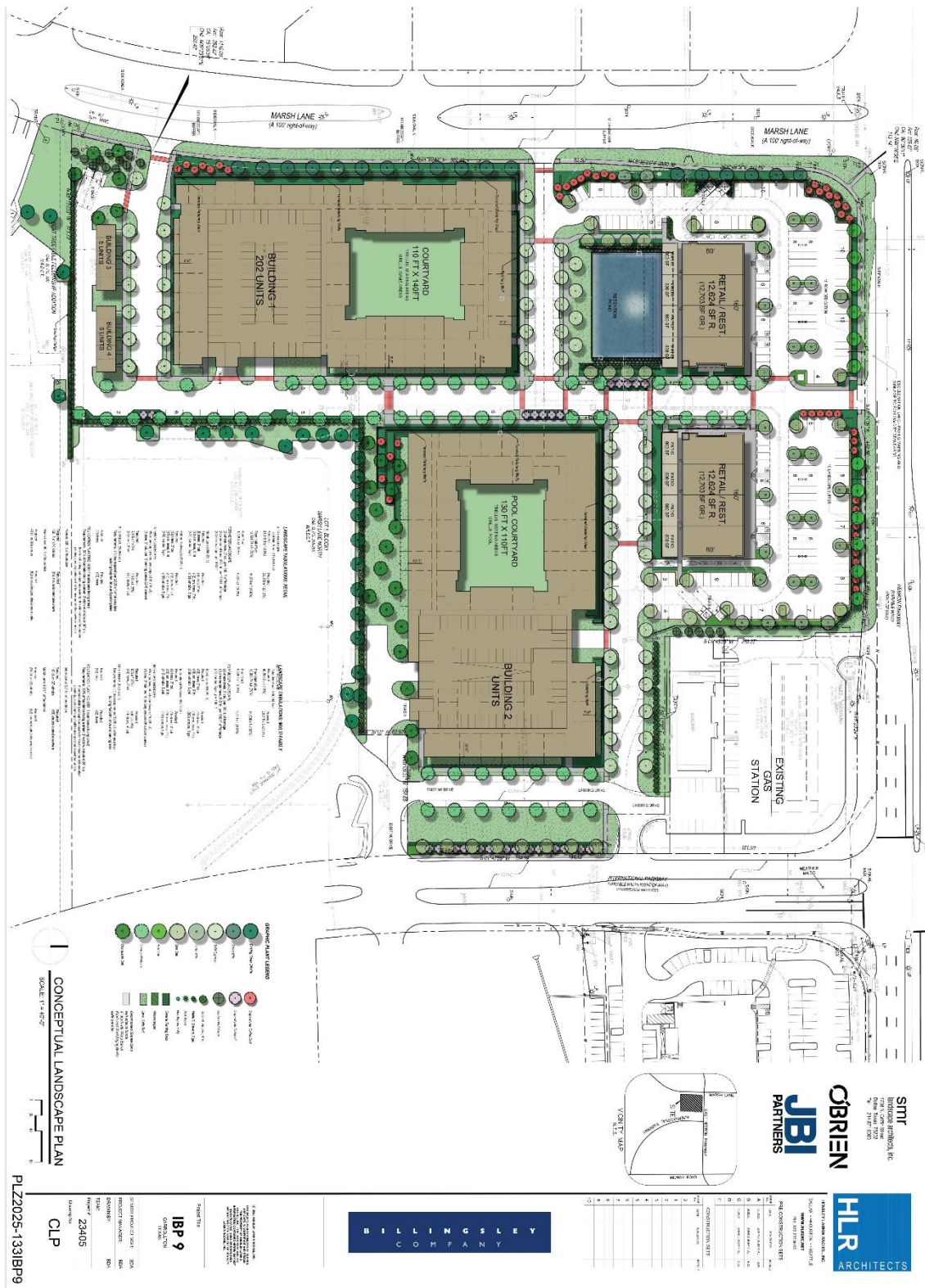


Exhibit D

Tract 1 Conceptual Building Elevations



BILLINGSLEY COMPANY IBP 9 - MASTER PLAN CARROLLTON, TX PROJECT OVERALL VIEW 10.14.2025 O'BRIEN AND HLR ARCHITECTS



BILLINGSLEY COMPANY IBP 9 - MASTER PLAN CARROLLTON, TX RETAIL CONCEPT ELEVATION 10.14.2025 O'BRIEN AND HLR ARCHITECTS

Exhibit D

Tract 1 Conceptual Building Elevations



Exhibit D

Tract 1 Conceptual Building Elevations



BILLINGSLEY COMPANY IBP 9 - MASTER PLAN CARROLLTON, TX MULTI-FAMILY VIEW ACROSS RETENTION POND 10.14.2025 O'BRIEN AND HLR ARCHITECTS



BILLINGSLEY COMPANY IBP 9 - MASTER PLAN CARROLLTON, TX MULTI-FAMILY BUILDING 1 CONCEPT ELEVATION AT ENTRY DRIVE 10.14.2025 O'BRIEN AND HLR ARCHITECTS

Exhibit D

Tract 1 Conceptual Building Elevations



B I L L I N G S L E Y
C O M P A N Y

IBP 9 - MASTER PLAN
CARROLLTON, TX

MULTI-FAMILY BUILDING 1 CONCEPT ELEVATION ALONG MARSH LANE
10.14.2025

O'BRIEN AND
HLR ARCHITECTS



B I L L I N G S L E Y
C O M P A N Y

IBP 9 - MASTER PLAN
CARROLLTON, TX

MULTI-FAMILY BUILDING 1 CONCEPT ELEVATION ALONG MARSH LANE
10.14.2025

O'BRIEN AND
HLR ARCHITECTS

Exhibit D

Tract 1 Conceptual Building Elevations



B I L L I N G S L E Y
C O M P A N Y

IBP 9 - MASTER PLAN
CARROLLTON, TX

MULTI-FAMILY BUILDING 2 CONCEPT ELEVATION
10.14.2025

O'BRIEN AND
HLR ARCHITECTS



B I L L I N G S L E Y
C O M P A N Y

IBP 9 - MASTER PLAN
CARROLLTON, TX

MULTI-FAMILY BUILDING 3 AND 4 CONCEPT ELEVATION
10.14.2025

O'BRIEN AND
HLR ARCHITECTS

Exhibit E

Tract 1 Landscape Elevation



Tract 5 Conceptual Site and Landscape Plan

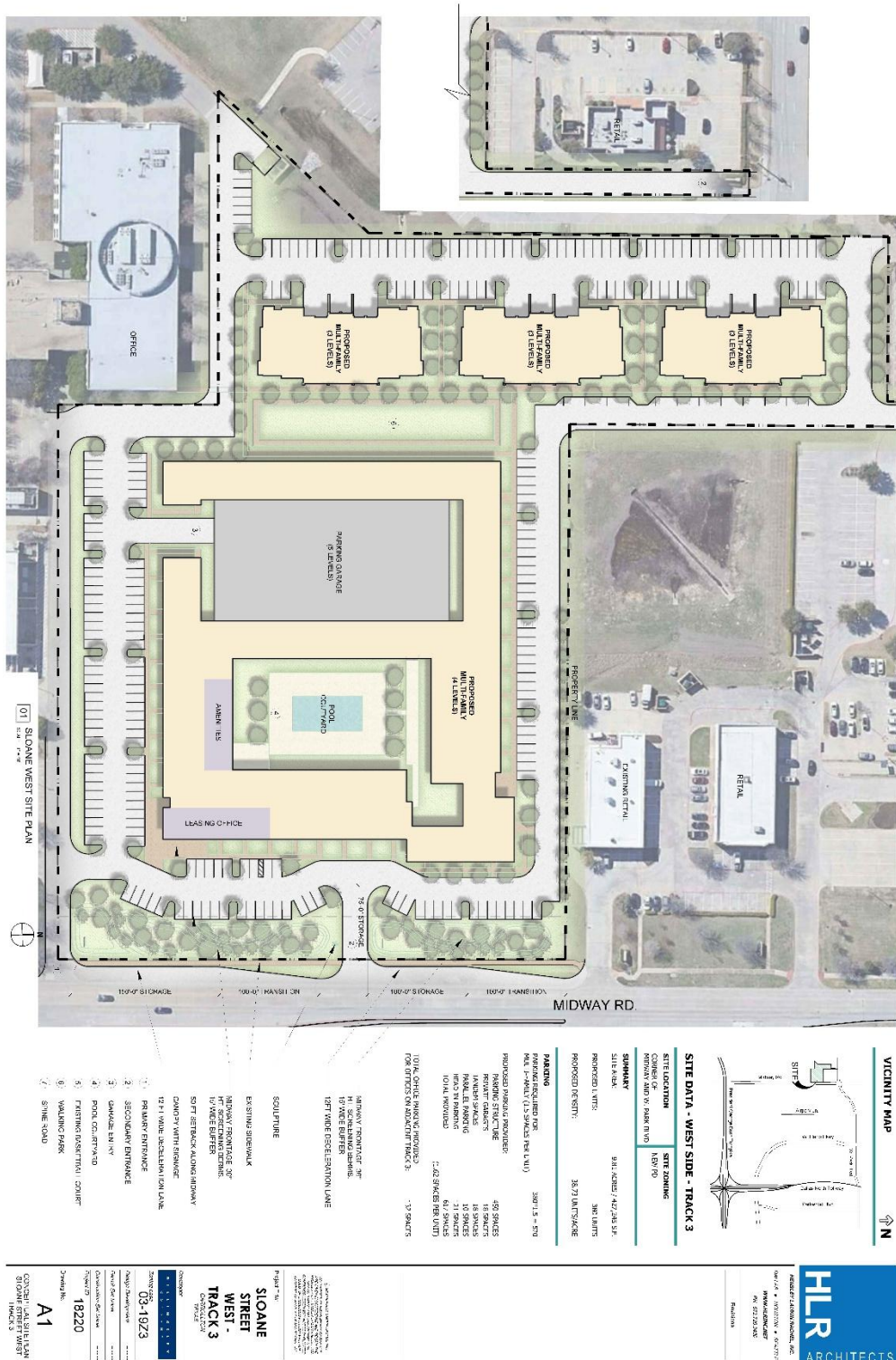


Exhibit G

Tract 5 Conceptual Building Elevations



Exhibit G

Tract 5 Conceptual Building Elevations



SLOANE STREET WEST
CONCEPT RENDERINGS - OPEN SPACE





City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7476

Agenda Date: 12/2/2025

Version: 1

Status: Public Hearing/Individual
Consideration

In Control: City Council

File Type: Public Hearing

Agenda Number: 28.

CC MEETING: December 2, 2025

DATE: November 19, 2025

TO: Erin Rinehart, City Manager

FROM: Loren Shapiro, AICP, Planning Manager
Shannon Hicks, Assistant City Manager

Hold A Public Hearing To Consider An Ordinance Of The City Of Carrollton, Texas Amending Ordinance Number 1470, Otherwise Known As The Comprehensive Zoning Ordinance, By Amending Article V. Use Of Land And Structures, Section C. Use Matrix, By Modifying The Zoning Districts Short-Term Rental And Bed And Breakfast Uses May Operate By Right Or By Special Use Permit (SUP) And Repealing Section D. Interim Prohibition On Short-Term Rental And Bed And Breakfast Uses; Repeal And Reserve Article XXI. Special Use Permits, Section D. Special Conditions, 2. Subsection f. Hotel and Transient Lodging; And Amending Article XXXIV. Definitions, Section B. Terms And Definitions Relative To Short-Term Rentals And Bed And Breakfasts. Case No. PLZT 2025-170 CZO Text Amendments - STR and B&B Zoning Amendments.

BACKGROUND:

This is a city-initiated request to amend the Comprehensive Zoning Ordinance (CZO) to modify regulations related to short-term rental and bed and breakfast uses based on staff research and Council direction.

City Council established short-term rental and bed and breakfast regulations in the Comprehensive Zoning Ordinance on February 7, 2023. The originally established regulations allowed short-term rentals or bed and breakfasts via Special Use Permit approval in most zoning districts.

Since adoption, however, the City received numerous public complaints concerning the increased health, safety, and nuisance issues related to short-term rentals and bed and breakfasts. In response, City Council adopted an interim prohibition of short-term rentals and bed and breakfasts while establishing a temporary permit process for the uses in the City's Code of Ordinances, on May 6, 2025, to allow time to consider how to address the public's concerns.

The City completed data collection, and information analysis determining CZO recommendations, responding to community concerns. On October 28, 2025, City Council directed staff to bring forward Comprehensive Zoning Ordinance amendments regarding short-term rentals and bed and breakfasts based on the work session discussions in July, September, and October of 2025.

FINANCIAL IMPLICATIONS:

There are no financial implications on the current and future operating budgets regarding this request.

STAFF RECOMMENDATION/ACTION DESIRED:

On November 6, 2025 Planning and Zoning Commission unanimously recommended approval of the proposed CZO text amendments.

Staff recommends **APPROVAL** of the proposed amendments related to short-term rentals and bed and breakfasts, and adoption of the accompanying ordinance.

RESULTS SHEET

Date: 12/02/25**Case No./Name:** PLZT 2025-170 CZO Text Amendments – STR and B&B Zoning Amendments**A. STAFF STIPULATIONS AND RECOMMENDATIONS**

Staff recommends **APPROVAL** of the following zoning ordinance text amendments as submitted (Text to be removed are ~~struck through~~ and new language underlined):

I. ARTICLE V. USE OF LAND AND STRUCTURES**SECTION C. USE MATRIX**

Use Code	Type of Use	(DH)	(ALL SF DETACHED DISTRICTS)	(ALL SF ATTACHED DISTRICTS)	(D)	(ALL MF DISTRICTS)	(MHP)	(O-1) (O-2)	(O-3) (O-4)	(UR-1)	(UR-2)	(CC)	(LC)	(HC)	(C/IV)	(FWY)	(LI)	DOWNTOWN TRANSIT CENTER				Trinity Mills TC	Frankford TC
																		Historic Square	Urban Core	Urban General	Urban Fringe		
C301	Short-Term Rental (Ord. No. 4127) *		S	S	S			S	S	S	S							•		•	S		
C302	Bed and Breakfast (Ord. No. 4127) *		S	S	S																		

• - Permitted Use
[] - Prohibited Use
* - Refer to Article XXXIV for definition

S - Special Use Permit Required
TSP - Technical Site Plan Required
SDP - Special Development Plan

A - Permitted as an Accessory Use
T - Permitted as a Temporary Use

Im - Permitted on Interim Basis Only

~~**SECTION D. INTERIM PROHIBITION ON SHORT TERM RENTAL AND BED AND BREAKFAST USES (Ord. 4254, 05/06/2025)**~~

- ~~The purpose of this interim provision is to prohibit the establishment of new short-term rental (“STR”) and bed and breakfast (“B&B”) (collectively referred to as “STR”) uses pursuant to the provisions set forth in Ordinance No. 4127 while the City conducts public outreach, collects data, and analyzes information to determine permanent recommendations, due to community concerns about health and safety.~~
- ~~A Short term Rental means a residential premise, or portion thereof, used for lodging accommodations to occupants for a period of less than thirty (30) days that is not permanently occupied by the property owners listed on the county appraisal districts records for which the property is located.~~
- ~~A Bed and Breakfast means a residential premise, or portion thereof, used for lodging accommodations to occupants for a period of less than thirty (30) days and which is permanently occupied by the property owners listed on the county appraisal districts records for which the property is located.~~
- ~~Subject to Article 21 on Special Use Permits and Article 22 on Nonconformity, STRs and B&Bs are prohibited in dwelling units, dwellings, and residences. For purposes of this subsection only, nonconforming uses include those operating as an STR or B&B prior to February 7, 2023, pursuant to Ordinance No. 4127.~~

~~5. Any STR or B&B that has been in operation subsequent to February 7, 2023, and prior to May 6, 2025, but has not received a special use permit, as anticipated in Ordinance No. 4127, may be eligible to continue operating upon receipt of a temporary permit pursuant to the provisions of Chapter 100 of the Carrollton Code of Ordinances.~~

~~6. An STR or B&B that has received a special use permit or an STR or B&B that has non-conforming status, pursuant to Ordinance No. 4127, may continue to operate, as long as the operator remains in compliance with Chapter 97 of the Carrollton Code of Ordinances.~~

~~7. This section D expires in its entirety on May 5, 2026.~~

II. ARTICLE XXI. SPECIAL USE PERMITS.

SECTION D. SPECIAL CONDITIONS.

f. ~~HOTEL AND TRANSIENT LODGING~~ [RESERVED FOR FUTURE USE]

~~The following standards and criteria contained within this subsection are minimum required standards and shall apply to all lodging that is classified under Article V, Hotels and Transient Lodgings.~~

~~i. Short Term Rental and Bed and Breakfast~~

~~a) Short Term Rental/Bed and Breakfast use must be evidenced by association with a Booking Service, and the owner must provide proof of the collection and payment of State and local Hotel/Motel Occupancy Tax to the City upon request.~~

~~b) Rate:~~

~~A daily rate shall be charged, and no weekly or bi-weekly rates may be charged.~~

~~c) Accommodations/Operations:~~

~~No kitchens are allowed in rooms, i.e., no ovens, burners, or full-sized refrigerators. Microwave and/or under-counter refrigerators are permissible.~~

~~d) Site Design:~~

~~1. No vending machines are allowed outdoors.~~

~~2. No commercial trash dumpsters are allowed for a Short Term Rental or Bed and Breakfast.~~

~~e) — Parking:~~

~~Parking at a Short Term Rental or Bed and Breakfast must comply with Title IX, Chapter 97 of Carrollton Code of Ordinances relating to Parking Restrictions at a Short Term Rental or Bed and Breakfast.~~

~~f) — Signage:~~

~~No outdoor advertising or signage is allowed.~~

~~g) — All minimum City requirements for Landscaping and Buffering, Off-Street Parking and Loading, Signs and all other applicable ordinances, and as amended, shall be met, except where provided herein.~~

~~h) — Owner must secure a Lodging License before operating a Short Term Rental or Bed and Breakfast. Owner must comply with Chapter 97 and maintain the Lodging License in order to operate.~~

III. ARTICLE XXXIV. DEFINITIONS.

SECTION B. TERMS AND DEFINITIONS.

BED AND BREAKFAST: A ~~residential premise~~ dwelling, or portion thereof, used for lodging accommodations to occupants for a period of less than thirty (30) consecutive days and which is permanently occupied by the property owners listed on the county appraisal districts records for which the property is located. (*Ord. No. 4127, 02/07/23*)

BEDROOM: A room in a dwelling used for sleeping purposes, other than a kitchen, dining room, living room, bathroom or closet. The room has proper egress as required by the City of Carrollton's adopted building and fire codes. This definition shall include extra dining rooms, living rooms, and all dens, studies, game rooms, sunrooms or similar extra rooms, all of which are capable of being used as bedrooms. This definition of bedroom does not apply to short-term rental and bed and breakfast uses.

BOARDING, LODGING OR ROOMING HOUSE: A building other than a hotel, where lodging and meals for five or more persons are served for compensation. Excludes short-term rentals and bed and breakfasts referenced in the Comprehensive Zoning Ordinance.

~~**BOOKING SERVICE:** Is any reservation and/or payment service provided by a person or entity that facilitates a hotel, short term rental, or bed and breakfast transaction between the Owner and a prospective Occupant, and for which the person or entity collects or receives, directly or indirectly through an agent or intermediary, a fee in connection with the reservation and/or payment services provided for the hotel, short term rental or bed and breakfast transaction. (*Ord. No. 4127, 02/07/23*)~~

DWELLING UNIT: A single living unit providing complete, independent living facilities for one family or persons maintaining a common household, and including a residential kitchen, bathroom, and provisions for living, sleeping, and sanitation; accessible independently of another dwelling unit or portion thereof (SEE RESIDENTIAL

KITCHEN). Dwelling units do not include hotels, motels, inns, ~~bed and breakfasts, short-term rentals,~~ or non-residential uses where rooms are rented ~~for less than one month.~~ (*Ord. No. 1739, 10/01/91; Ord. No. 4541, 12/05/23*)

SHORT-TERM RENTAL: A ~~residential premise, dwelling or portion thereof,~~ used for lodging accommodations to occupants for a period of less than thirty consecutive (30) days that is not permanently occupied by the property owners listed on the county appraisal districts records for which the property is located. (*Ord. No. 4127, 02/07/23*)

B. P&Z RECOMMENDATIONS from P&Z meeting: 11/06/25
Result: APPROVAL /Vote: 9-0

C. CC PUBLIC HEARING and ORDINANCE ACTION from CC meeting: 12/02/25
Result: /Vote:

ZONING TEXT AMENDMENTS

Case Coordinators: Loren Shapiro

GENERAL PROJECT INFORMATION

REQUEST: Consider amendments to the Comprehensive Zoning Ordinance amending Article V. Use Of Land and Structures, Section C. Use Matrix, by modifying the zoning districts Short-Term Rental and Bed and Breakfast uses may operate by right or by Special Use Permit (SUP) and repealing Section D. Interim Prohibition on Short-Term Rental and Bed and Breakfast uses; repeal and reserve Article XXI. Special Use Permits, Section D. Special Conditions, 2. Subsection f. Hotel and Transient Lodging; and amending Definitions relative to Short-Term Rentals and Bed and Breakfasts.

REPRESENTED BY: City of Carrollton

The public communicated that Short-Term Rentals (STRs) and Bed and Breakfasts (B&Bs) disrupt their use of property due to unreasonable noise, excessive trash, disorderly conduct, and parking. Residents have indicated that some STR and B&B occupants are less concerned than long-term residents with the impact of conduct at STR and B&B premises on neighbors, due to the temporary nature of their occupancy and lack of community with the neighborhood. In response, an interim prohibition for Short-Term Rentals and Bed and Breakfasts was adopted by City Council on May 6, 2025, to allow the City time to review alternative regulations and the processing of the uses.

City staff has since completed research and had four work sessions with City Council in July, September and October responding to residents' concerns and in order to address issues with property owners and managers of STRs and B&Bs. In response, City staff is recommending enacting zoning amendments prohibiting new STRs and B&Bs.

The CZO text amendments include the following modifications:

1. Amend Article V. Use of Land and Structures to prohibit Short-Term Rentals and Bed and Breakfasts in all zoning districts by right or by SUP.
2. Repeal Article V. Section D. removing the interim prohibition section for STRs and B&Bs.
3. Amend Article XXI. Special Use Permits, Section D. Special Conditions to repeal and reserve text in subsection f. to eliminate SUP regulations for STRs and B&Bs.
4. Modify definitions in Article XXXIV. Definitions for Bed and Breakfasts, Bedrooms, Boarding, Lodging, or Room House, Dwelling Unit and Short-Term Rentals to match proposed Code of Ordinance amendments and terms. The amendments also eliminate the definition of Booking Services as the term is no longer pertinent.

What does this mean?

New STRs and B&Bs would be prohibited by right and by SUP (prospective prohibition). A STR or B&B that has received a Special Use Permit or has a valid STR license or a STR or B&B that has legal non-conforming status, pursuant to Ordinance No. 4127, may continue to operate, as long as the operator remains in compliance with Chapter 97 of the Carrollton Code of Ordinances, as amended.

Staff recommends approval of the new CZO text amendments as provided in the Results Sheet and adoption of the proposed ordinance attached.



**DRAFT Minutes
City of Carrollton
Planning & Zoning Commission
November 6, 2025**

Briefing Session and Meeting

A meeting of the City of Carrollton Planning & Zoning Commission was held on Thursday, November 6, 2025 at 6:30 p.m. in the Council Chambers at City Hall.

Commission Members Present:

Scott Windrow, Chair
Greg Kramer, Vice Chair
Kathleen Foster, 1st Vice Chair
Jim Doyle
Al Overholt
Dave Hermon
Rusty Pendleton
Terry Sullivan
Lou Sartor

Commission Members Absent:

None

Alternate:

Neil Anson

Staff Members Present:

Loren Shapiro, Planning Manager
Michael McCauley, Senior Planner
Emily Offer, Senior Planner
Lydia Tormos, Planning Technician
Cory Heiple, Director of Environmental Services
Shad Rhoten, Planner

Shannon Hicks, Asst. City Manager
Herb Cavanaugh, Fire Marshal
John Romberger, Transportation Engineer
Meredith Ladd, City Attorney
Joe Haefner, Asst. City Attorney
Edward Green, Plan Review Manager

Guests Present:

Mayor Steve Babick
Richard Fleming, Council Observer

PUBLIC HEARING

7. Hold A Public Hearing To Consider An Ordinance Of The City Of Carrollton, Texas **Amending Ordinance Number 1470, Otherwise Known As The Comprehensive Zoning Ordinance**, By Amending Article V. Use Of Land And Structures, Section C. Use Matrix, By Modifying The Zoning Districts Short-Term Rental And Bed And Breakfast Uses May Operate By Right Or By Special Use Permit (SUP) And Repealing Section D. Interim Prohibition On Short-Term Rental And Bed And Breakfast Uses; Repeal And Reserve Article XXI. Special Use Permits, Section D. Special Conditions, 2. Subsection f. Hotel and Transient Lodging; And Amending Definitions Relative To Short-Term Rentals And Bed And Breakfasts. **Case No. PLZT 2025-170 CZO Text Amendments – STR and B&B Zoning Amendments.** Case Coordinator: Loren Shapiro.

Loren Shapiro, Planning Manager, presented this item. He stated this is a Comprehensive Zoning Ordinance (CZO) text amendment regarding short-term rentals (STRs) and Bed and Breakfasts (B&Bs). He indicated that prior to 2022 there were no regulations for STRs; B&Bs required a special use permit. In December 2022 Council adopted initial regulations creating a process for STRs and B&Bs. In February 2023 Council amended the CZO requiring Special Use Permits (SUPs) for STRs. Mr. Shapiro indicated that regulations were adopted in response to the large number of STRs and B&Bs increasing in the community. Since then, there has been considerable issues voiced by Carrollton citizens regarding nuisances caused by STRs and B&Bs. Due residents' concerns, Council implemented a one-year interim prohibition on STRs, though if certain criteria were met, they were allowed. During the interim period, the City evaluated what it could do better to serve its residents and be responsive to their concerns.

Mr. Shapiro reviewed what the regulations were at the time of the interim prohibition. During the interim period, Council held work sessions on July 22, September 23, and October 14 to evaluate and discuss all aspects of STRs and B&Bs. On October 28, staff received directions from the City Council on how to move forward based on all the information received and in response to all the concerns that were raised.

The recommendations staff brought forward for consideration based on Council's direction are as follows:

1. Remove the interim prohibition section from Article V. Use of Land and Structures.
2. Adopt a Prospective Ban on STRs and B&Bs.
 - New STRs and B&Bs are prohibited.
 - Existing licensed, legal non-conforming STRs and B&Bs operating and in conformance with city codes may continue.
3. Amend Article XXI. Special Use Permits removing the section regulating SUPs for STRs and B&Bs.
4. Amend Article XXXIV. Definitions modifying terms and definitions.

Commissioner Doyle asked for clarification on No. 2. Mr. Shapiro responded that those that are licensed and existing (with documentation they were operating previously) may continue

to operate as a legal non-conforming use. The term “prospective ban” means that no more new STRs or B&Bs will be allowed in the future. Commissioner Doyle asked what the effective date of the ordinance would be. Mr. Shapiro responded, in December after Council formally adopts the ordinance.

Commissioner Foster inquired how many existing, licensed, legal non-conforming STRs and B&Bs operating in conformance with Carrollton codes currently. Director of Environmental Services Cory Heiple responded that there are approximately 60 that are not registered.

Chair Windrow opened the public hearing.

Spoke in favor:

Alberto Gomez, 1842 Castille Dr.


Spoke in opposition:

James Hogue, 1125 Lady Carol Ln., Lewisville

Vinh Le, 1804 Chamberlain

- * ***Commissioner Hermon moved to close the public hearing and approve Case No. PLZT 2025-170 CZO Text Amendments – STR and B&B Zoning Amendments; second by Commissioner Overholt. The motion was approved with a vote of 9-0.***

#7
PUBLIC COMMENTS

 **CARROLLTON TEXAS PLANNING & ZONING APPEARANCE CARD**

Please complete this card and submit it to a city staff member prior to the beginning of the meeting.

Name Vinh Le Phone _____ Date _____

Address 1804 Chamberlain City Carrollton Zip _____

Public Hearing Agenda Item # 7

☒ I wish to speak IN FAVOR of this item. ☐ I wish to speak IN OPPOSITION to this item.


☐ I do not wish to speak; however, please record my ☐ SUPPORT ☐ OPPOSITION.

Please identify the group or organization you represent, if any: _____

Please read and comply with the
"Guidelines for Speaking at City Government Public Meetings."

PUBLIC COMMENTS

#7
PUBLIC COMMENTS

 **CARROLLTON TEXAS PLANNING & ZONING APPEARANCE CARD**

Please complete this card and submit it to a city staff member prior to the beginning of the meeting.

Name Alberto Gomez Phone 425 770 0224 Date 11/6/2025

Address 1842 Castille Dr City Carrollton Zip 75007

Public Hearing Agenda Item # 7


☒ I wish to speak IN FAVOR of this item. ☒ I wish to speak IN OPPOSITION to this item.

☐ I do not wish to speak; however, please record my ☐ SUPPORT ☐ OPPOSITION.

Please identify the group or organization you represent, if any: _____

Please read and comply with the
"Guidelines for Speaking at City Government Public Meetings."

PUBLIC COMMENTS

 **CARROLLTON**
TEXAS

PLANNING & ZONING APPEARANCE CARD

Please complete this card and submit it to a city staff member prior to the beginning of the meeting.

Name Jones Philip Hogue Phone 214-724-0278 Date 11-6-25

Address 1125 Lady Carl Ln City Lewisville Zip 75056

Public Hearing Agenda Item # 7

☒ I wish to speak IN FAVOR of this item. ☐ I wish to speak IN OPPOSITION to this item.

☐ I do not wish to speak; however, please record my ☐ SUPPORT ☐ OPPOSITION.

Please identify the group or organization you represent, if any: _____

Please read and comply with the
“Guidelines for Speaking at City Government Public Meetings.”

PLANNING DEPARTMENT
CITY OF CARROLLTON

CZO TEXT AMENDMENT – PLZT 2025-170
DATE: 12/02/2025

ORDINANCE NUMBER _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS AMENDING ORDINANCE NUMBER 1470, OTHERWISE KNOWN AS THE COMPREHENSIVE ZONING ORDINANCE, BY AMENDING ARTICLE V. USE OF LAND AND STRUCTURES, SECTION C. USE MATRIX, BY MODIFYING THE ZONING DISTRICTS SHORT-TERM RENTAL AND BED AND BREAKFAST USES MAY OPERATE BY RIGHT OR BY SPECIAL USE PERMIT (SUP) AND REPEALING SECTION D. INTERIM PROHIBITION ON SHORT-TERM RENTAL AND BED AND BREAKFAST USES; REPEAL AND RESERVE ARTICLE XXI. SPECIAL USE PERMITS, SECTION D. SPECIAL CONDITIONS, 2. SUBSECTION F. HOTEL AND TRANSIENT LODGING; AND AMENDING ARTICLE XXXIV. DEFINITIONS, SECTION B. TERMS AND DEFINITIONS RELATIVE TO SHORT-TERM RENTALS AND BED AND BREAKFASTS; PROVIDING PENALTY, SEVERABILITY, REPEALER, AND SAVINGS CLAUSES; AND PROVIDING AN EFFECTIVE DATE ON AND AFTER ITS ADOPTION AND PUBLICATION.

WHEREAS, at a public hearing held on the Sixth day of November 2025, the Planning & Zoning Commission considered and made recommendation on a change to the Comprehensive Zoning Ordinance of the City of Carrollton (Case No. PLZT 2025-170); and

WHEREAS, the City Council of the City of Carrollton, Texas (“City Council”) conducted a public hearing on the Second day of December 2025, at which all persons were given an opportunity to present testimony; and

WHEREAS, the rise of digital platforms such as Airbnb and VRBO has led to an increase in resident property concern about transient and vacation rental uses that infringe on the property rights of neighbors in the City of Carrollton (“City”); and

WHEREAS, the City has had numerous speakers attend public meetings to express concerns about the increase in health, safety, and nuisance issues related to short-term rental (“STR”) and bed and breakfast (“B&B”) uses in the City; and

WHEREAS, some STR and B&B properties are used for gatherings disruptive to neighborhoods; and

WHEREAS, more commonly, the public has complained that STRs and B&Bs in Carrollton disrupt their use of their property due to unreasonable noise, excessive trash, disorderly conduct, and parking; and

WHEREAS, residents have indicated that some STR and B&B occupants are less concerned than long-term residents with the impact of conduct at STR and B&B premises on neighbors, due to the temporary nature of their occupancy and lack of community with the neighborhood; and

WHEREAS, Carrollton residents have a right to peace and quiet enjoyment of their properties; and

WHEREAS, the City of Carrollton's strategic vision states that Carrollton residents wish for a place that families and businesses want to call home, and residents have expressed that STRs and B&Bs negatively affect the desire of families to call Carrollton home because of the transient nature of the users of STRs and B&Bs; and

WHEREAS, the City Council wishes to advance the objectives of the Comprehensive Plan by championing established residential neighborhoods through regulations that support neighborhood identity and ensuring safety, which contributes to the overall character and livability of the neighborhoods in the City; and

WHEREAS, the City wishes to respond to residents' concerns and address issues with property owners and managers of STRs and B&Bs; and

WHEREAS, on May 6, 2025, the City Council adopted an interim prohibition for a period not to exceed one year, which stayed all pending special use permit ("SUP") applications submitted under Article XXI. Special Use Permits, Section D. Special Conditions, 2. Subsection f. Hotel And Transient Lodging of the Comprehensive Zoning Ordinance; and

WHEREAS, in July the City Council directed staff to present information regarding child safety zones, human trafficking, zoning options, notification processes, restriction/regulation options, and an administrative permitting process; and

WHEREAS, in September criminologist Dr. del Carmen presented his findings regarding elevated crime rates for and around STRs and B&Bs located in the City; and

WHEREAS, the City Council also received information about the prevalence of sex offenders and human traffickers using transient lodging to mask their activities, but efforts by the hospitality industry to subvert those activities has led to the potential for an increase of STR and B&B usage by such persons; and

WHEREAS, the City Council next received information about different zoning options available, such as density restrictions between uses, prohibiting STRs and B&Bs in child safety zones, prospective or total ban on uses, and caps on the number of SUPs or administrative permits for STRs and B&Bs in the City; and

WHEREAS, finally, the City Council received and discussed different administrative regulations, to be addressed through a licensing process, such as noise, trash, use, parking, notification, adult background checks, anti-trafficking education, and age restrictions, among others; and

WHEREAS, after considering all the options presented by staff, and consideration of the public hearing comments made during previous SUP applications at public meetings, on October

28, 2025, the City Council directed staff to draft ordinances that would provide non-conforming rights to all STRs and B&Bs operating in compliance with City regulations in existence on December 2, 2025, but prohibit any new STRs or B&Bs within the City as of December 2, 2025, with additional administrative regulations to prevent illegal activities such as trafficking or violating the City's child safety zone regulations; and

WHEREAS, the City Council, after determining all legal requirements of notice and hearing have been met, has further determined the following interim prohibition of the special use permit process for short-term rentals would provide for and would be in the best interest of the health, safety, morals, and general welfare of the citizens of the City:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:

Section 1.

All of the above premises are found to be true and correct legislative and factual findings of the City Council, and they are hereby approved, ratified and incorporated into the body of this Ordinance as if copied in their entirety.

Section 2.

Article V. Use of Land and Structures of the Comprehensive Zoning Ordinance, City of Carrollton, Texas, is hereby amended by modifying a portion of Section C. Use Matrix, Primary Uses, 3. Hotels and Transient Lodgings for zoning districts short-term rental and bed and breakfast uses may operate by right or by Special Use Permit (SUP) as follows:

“

Use Code	Type of Use	(H)	(ALL SF-DETACHED DISTRICTS)	(ALL SF-ATTACHED DISTRICTS)	(D)	(ALL MF DISTRICTS)	(MHP)	(O-1) (O-2)	(O-3) (O-4)	(LR-1)	(LR-2)	(CC)	(LC)	(HC)	(C/W)	(PWY)	(U)	DOWNTOWN TRANSIT CENTER				Trinity Mills TC	Frankford TC
																		Historic Square	Urban Core	Urban General	Urban Fringe		
C301	Short-Term Rental *																						
C302	Bed and Breakfast *																						

• - Permitted Use
[] - Prohibited Use
* - Refer to Article XXXIV for definition

S - Special Use Permit Required
TSP - Technical Site Plan Required
SDP - Special Development Plan

A - Permitted as an Accessory Use
T - Permitted as a Temporary Use

Im - Permitted on Interim Basis Only

”

Article V. Use of Land and Structures, of the Comprehensive Zoning Ordinance, City of Carrollton, Texas, is hereby amended by repealing Section D Interim Prohibition on short-term rental and bed and breakfast uses.

Section 3.

Article XXI. Special Use Permits, of the Comprehensive Zoning Ordinance, City of Carrollton, Texas, is hereby amended by repealing Section D. Special Conditions, 2. Subsection f. Hotel And Transient Lodging and reserving the subsection for future use.

Section 4.

Article XXIV. Definitions, of the Comprehensive Zoning Ordinance, City of Carrollton, Texas, is hereby amended by modifying the following definitions relative to short-term rentals and bed and breakfasts and removes the term and definition of “booking service”:

“***

BED AND BREAKFAST: A dwelling, or portion thereof, used for lodging accommodations to occupants for a period of less than thirty (30) consecutive days and which is permanently occupied by the property owners listed on the county appraisal districts records for which the property is located.

BEDROOM: A room in a dwelling used for sleeping purposes, other than a kitchen, dining room, living room, bathroom or closet. The room has proper egress as required by the City of Carrollton’s adopted building and fire codes. This definition shall include extra dining rooms, living rooms, and all dens, studies, game rooms, sunrooms or similar extra rooms, all of which are capable of being used as bedrooms. This definition of bedroom does not apply to short-term rental and bed and breakfast uses.

BOARDING, LODGING OR ROOMING HOUSE: A building other than a hotel, where lodging and meals for five or more persons are served for compensation. Excludes short-term rentals and bed and breakfasts referenced in the Comprehensive Zoning Ordinance.

DWELLING UNIT: A single living unit providing complete, independent living facilities for one family or persons maintaining a common household, and including a residential kitchen, bathroom, and provisions for living, sleeping, and sanitation; accessible independently of another dwelling unit or portion thereof (SEE RESIDENTIAL KITCHEN). Dwelling units do not include hotels, motels, inns, or non-residential uses where rooms are rented.

SHORT-TERM RENTAL: A dwelling used for lodging accommodations to occupants for a period of less than thirty consecutive (30) days that is not permanently occupied by the property owners listed on the county appraisal districts records for which the property is located.

***”

Section 5.

Any person, firm, or corporation violating a provision of this Ordinance, upon conviction, is guilty of an offense punishable as provided in Section 10.99 of the Carrollton City Code.

Section 6.

The provisions of this Ordinance are severable in accordance with Section 10.07 of the Carrollton City Code.

Section 7.

This Ordinance shall be cumulative of all provisions of ordinances of the City of Carrollton, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

Section 8.

Ordinance Number 1470, otherwise known as the Comprehensive Zoning Ordinance, Chapter 153 of the Code of Ordinances, and the Official Zoning Map, as amended, shall remain in full force and effect.

Section 9.

This Ordinance shall become and be effective on and after its adoption and publication.

PASSED AND APPROVED this the Second day of December, 2025.

CITY OF CARROLLTON

By: _____
Steve Babick, Mayor

ATTEST:

Chloe Sawatzky
City Secretary

APPROVED AS TO FORM:

Meredith Ladd
City Attorney

APPROVED AS TO CONTENT:

Loren Shapiro, AICP
Planning Manager



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

Agenda Date:

Version: 1

Status: Public Forum

In Control: City Council

File Type: Public Forum

Agenda Number: 29.

Public Forum is the opportunity for citizens/visitors to speak on items not listed on the posted meeting agenda. Citizens/visitors wishing to address the Council regarding items on the posted meeting agenda will have the opportunity to speak during the Citizen Comment.

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and city of residence prior to beginning your remarks; Speakers will be allowed up to 3 minutes for testimony; Speakers making loud, abusive, personal, defamatory, impertinent, profane, threatening, or impertinent remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, booing, and similar demonstrations will not be permitted; No placards, banners, or signs will be permitted in the Chambers or in any other room in which the Council is meeting. Any person who does not comply with these provisions is subject to removal or forfeiting their right to attend a future meeting. In accordance with the Texas Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.